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FOURTEENTH ANNUAL REPORT  
OF THE  
Civil Service Commission  
OF THE  
STATE OF NEW JERSEY  
TO WHICH ARE APPENDED  
THE RULES OF THE COMMISSION

---

COMMISSIONERS

JOHN D. PRINCE, <i>President</i>	Ringwood
EDWARD H. WRIGHT	Newark
WILLIAM D. NOLAN	Somerville
WILLIAM K. DEVEREUX	Asbury Park
THEODORE H. SMITH	Jersey City

CHARLES P. MESSICK, Chief Examiner and Secretary

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TRENTON, N. J.  
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1922

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# GENERAL INDEX

	PAGE.
REPORT OF COMMISSIONERS, .....	I
APPENDIX I—CLASSIFICATION OF POSITIONS, .....	19
APPENDIX II—DIGEST OF OPINIONS RECEIVED FROM THE ATTORNEY GENERAL'S DEPARTMENT, .....	181
COURT DECISIONS, .....	187
Booth <i>vs.</i> McGuinness, .....	187
Mackenzie <i>vs.</i> Elliott, .....	188
Hosp. <i>vs.</i> The State Civil Service Commission of New Jersey, Burgan <i>vs.</i> New Jersey Civil Service Commission and Frank- lin E. Smith, .....	191
Paddock <i>vs.</i> Hudson County Board of Taxation, .....	192
Lee <i>vs.</i> New Jersey Civil Service Commission, .....	193
Nagle <i>vs.</i> Hudson County Board of Health and Vital Statis- tics, .....	194
Salter <i>vs.</i> Burk, .....	195
Shalvoy <i>vs.</i> Willis Fletcher Johnson, Civil Service Commis- sion of New Jersey, .....	196
Sullivan <i>vs.</i> McOsker, .....	197
Walker & Black <i>vs.</i> Essex County Board of Freeholders, ....	200
Walker <i>vs.</i> Essex County Board of Freeholders, .....	202
Belfield <i>vs.</i> McMahon, .....	203
Colgarry <i>vs.</i> Board of Street and Water Commissioners, New- ark (Supreme Court), .....	203
Colgarry <i>vs.</i> Board of Street and Water Commissioners, New- ark (Court of Errors and Appeals), .....	204
Doherty <i>vs.</i> McLean and Edwards, .....	205
Morris <i>vs.</i> Board of Commissioners of Jersey City and John Sweeney, .....	206
Mary Feeney <i>vs.</i> Civil Service Commission, .....	207
The Board of Fire and Police Commissioners of the City of Paterson and Howard Gall <i>vs.</i> George H. Burke, Civil Ser- vice Commission of New Jersey, .....	208
Edward I. Edwards, State Comptroller, <i>vs.</i> Frederick Petry, Jr., .....	209
APPENDIX III—RULES OF THE CIVIL SERVICE COMMISSION, .....	211
I. The Unclassified Service and the Classified Service, .....	211
II. Classes and Grades—State Service, .....	213
III. Classes and Grades—Municipal Service, .....	217
IV. Applications, .....	219
V. Competitive Examinations, .....	220
VI. Police and Fire Service—Special Provisions, .....	223
VII. Promotion, .....	225
VIII. Eligible List, .....	226
IX. Requisition, Certification and Appointment in the Competi- tive Class, .....	227
X. Non-Competitive Class, .....	228
XI. Labor Class, .....	229
XII. Seasonal, Temporary and Emergency Appointments, .....	231
XIII. Lay-Off, Leave of Absence, Resignation and Reinstatement, XIV. Efficiency Standards and Ratings, .....	232
XV. Transfer, .....	234
XVI. Suspension, Removal, Discharge and Reduction, .....	235

	PAGE.
XVII. Reports, .....	236
XVIII. Roster, .....	237
XIX. Certification of Payrolls, .....	237
XX. General Provisions, .....	238
XXI. Administrative Regulations, .....	239
XXII. Amendments, .....	239
GENERAL REGULATIONS, .....	241
1. The President, .....	241
2. The Chief Examiner and Secretary, .....	241
3. Order of Business, .....	242
4. Interpretation of Terms, .....	242
5. Salary Increases in Non-competitive Positions, .....	242

## DEPARTMENTS.

	PAGE.
Adjutant General (State), .....	19
Affairs, Public (Jersey City), .....	134
Affairs, Public (Newark), .....	147
Affairs, Department of Public (Trenton), .....	172
Agriculture, Department of (State), .....	19
Agriculture, Department of (Bergen County), .....	86
Agricultural College (State), .....	20
Department of Clay-Workings and Ceramics, .....	20
Long Courses in Agriculture, .....	20
Short Courses in Agriculture, Sanitary Science, etc., .....	21
Summer Sessions in Agriculture, .....	22
Women, College for, .....	22
Agricultural Experiment Station (State), .....	23
Alderman, &c., Board of (Paterson), .....	165
Almshouse (Newark), .....	147
Almshouse (Hudson), .....	100
Assessments, Bureau of (Jersey City), .....	144
Assessments, Local Improvements (Newark), .....	154
Assessment and Revision of Taxes (Newark), .....	154
Asylum (Passaic), .....	116
Athletic Commission (State), .....	26
Attendance Department (Newark School District), .....	162
Attorney-General (State), .....	26
Auditor, County (Essex), .....	90
Auditor of Accounts (East Orange), .....	123
Auditor of Accounts (Newark), .....	154
Auditor of the School District, Division of the (Jersey City), .....	140
Banking and Insurance, Department of (State), .....	27
Bar Examiners, Board of, .....	27
Baths, Coles St. (Jersey City), .....	138
Baths, Fourteenth and Erie Sts. (Jersey City), .....	138
Baths, Public (Newark), .....	148
Blind in New Jersey, Commission for Ameliorating the Condition of (State), .....	27
Boulevard, Hudson County (Hudson), .....	102
Bridge, Belleville (Hudson), .....	102
Bridge, Belleville Free (Essex), .....	90
Bridge, Bridge St. (Hudson), .....	102
Bridge, Bridge St. Free (Essex), .....	90
Bridge, Clay St. (Hudson), .....	102
Bridge, Clay St. Free (Essex), .....	90
Bridge, Fourth St. (Hudson), .....	103
Bridge, Jackson St. Free (Essex), .....	90
Bridge, Newark Ave. (Hudson), .....	103

# GENERAL INDEX.

V

	PAGE.
Bridge, Nutley Free (Essex), .....	90
Bridge, Olden Ave. (Mercer), .....	113
Bridge, Paterson Plank Road (Hudson), .....	103
Bridge, Southard St. (Mercer), .....	113
Bridges, Essex and Hudson Lincoln Highway and (Essex), .....	96
Bridges, Essex and Hudson Lincoln Highway and (Hudson), .....	108
Bridge and Tunnel Commission, Interstate (State), .....	28
Building Department (Department of Public Affairs), (Jersey City), ..	134
Building, Department of (Elizabeth), .....	128
Building, Department of (Newark), .....	156
Building, Municipal (Trenton), .....	175
Buildings, Department of (East Orange), .....	123
Buildings, Department of Public (Elizabeth), .....	128
Buildings, Public (Essex), .....	90
Buildings, Public (Newark), .....	152
Building Districts and Restrictions, Commission of (Jersey City), .....	140
Burial of Dead Bodies Thrown Upon the Shores of the State by Shipwreck (State), .....	28
Burials, Soldiers' (Essex), .....	99
Business Manager's Department (Newark School District), Engineer's Division, .....	163
Executive Office, .....	162
Repair Division, .....	163
Supplies Division, .....	163
Camp Newark (Newark), .....	148
Chancery Reporter (State), .....	28
Charities, Department of (Elizabeth), .....	128
Child Hygiene, Division of Jersey City, .....	134
City Hall (Jersey City), .....	138
City Superintendent's Department (Newark School District), .....	164
Civil Service Commission (State), .....	28
Clerk, City (East Orange), .....	124
Clerk, City (Elizabeth), .....	128
Clerk, City (Jersey City), .....	134
Clerk, City (Newark), .....	154
Clerk, County (Bergen), .....	86
Clerk, County (Essex), .....	91
Clerk, County (Hudson), .....	103
Clerk, County (Mercer), .....	114
Clerk, County (Passaic), .....	117
Clerk, County (Union), .....	120
Clerk in Chancery (State), .....	29
Clerk of Supreme Court (State), .....	29
Collector's Office (Jersey City), .....	140
Commerce and Navigation, Board of (State), .....	30
Comptroller (Newark), .....	154
Comptroller (State), .....	30
Comptroller (Transfer Inheritance Tax Bureau) (State), .....	31
Comptroller, Department of (Jersey City), .....	140
Conservation and Development, Department of (State), .....	31
Council of Defense (State), .....	34
Counsel, County (Essex), .....	91
County Department (Union), .....	120
Court of Chancery (State), .....	32
Court, First Criminal (Newark), .....	156
Court, Second Criminal (Newark), .....	156
Court, Third Criminal (Newark), .....	156
Court, District (State), .....	32
Court of Errors and Appeals (State), .....	33
Court of Pardons (State), .....	33

	PAGE.
Court, Police (Elizabeth), .....	131
Court, Recorder's (East Orange), .....	126
Court, Supreme (State), .....	33
Courts, Supreme Court Circuit, Circuit and County and Juvenile (State), .....	34
Court House Committee (Mercer), .....	114
Court House and Power House, New (Hudson), .....	104
Court House Employes (Essex), .....	91
Court House Employes (Union), .....	121
Deeds and Mortgages, Register of (Essex), .....	97
Deeds and Mortgages, Register of (Passaic), .....	118
Deeds and Mortgages, Register of (Union), .....	121
Detention, House of (Essex), .....	95
Directors' Office, Parks and Public Property (Newark), .....	153
Directors' Office, Revenue and Finance (Newark), .....	155
Directors' Office, Public Safety (Newark), .....	157
Docks, Wharves and Piers (Elizabeth), .....	129
Education, Board of (State), .....	35
Elections, Board of (Essex), .....	91
Elections, Board of (Hudson), .....	104
Electrical Bureau (Trenton), .....	177
Employment Bureau (Newark), .....	148
Engineer, City (East Orange), .....	124
Engineer, County (Bergen), .....	86
Engineer, County (Essex), .....	92
Engineer, County (Mercer), .....	114
Engineer, County (Passaic), .....	117
Engineer's Office, City (Trenton), .....	178
Engineering Bureau (Jersey City), .....	144
Engineering, Department of (Elizabeth), .....	129
Epileptics, New Jersey State Village for (State), .....	35
Excise Commission (East Orange), .....	124
Executive Department (Department of Public Affairs) (Jersey City), ..	135
Executive Office (Department of Revenue and Finance) (Jersey City), ..	140
Executive Office (Department of Streets and Public Improvements (Jersey City), .....	145
Executive Department (State), .....	38
Feeble-Minded Males at New Lisbon, Colony for (State), .....	38
Feeble-Minded Males at Woodbine, Colony for (State), .....	39
Feeble-Minded Women, Home for the Care and Training of (State), ..	40
Filtration Plant, Water Department (Trenton), .....	179
Finance (Elizabeth), .....	129
Finance, Board of (Paterson), .....	165
Fire Department (East Orange), .....	125
Fire Department (Elizabeth), .....	129
Fire Department (Jersey City), .....	143
Fire Department (Newark), .....	157
Fire Department (Paterson), .....	166
Fire Department (South Orange), .....	170
Fire Department (Trenton), .....	177
Fire and Police Commissioners (Paterson), .....	166
Fish and Game Commissioners, Board of (State), .....	43
Fisheries, Board of Shell (State), .....	44
Freeholders, Board of (Essex), .....	92
Freeholders, Board of Chosen (Bergen), .....	87
Freeholders, Board of Chosen (Mercer), .....	114
Garbage and Ashes, Department of (Trenton), .....	173
General (Hudson), .....	104
General (Passaic), .....	118
Guardians, Board of Children's (State), .....	44
Harbor Board (Jersey City), .....	138

# GENERAL INDEX.

vii

	PAGE.
Health, Board of—Sanitation (Jersey City), .....	135
Health, Board of (South Orange), .....	170
Health, Bureau of (Newark), .....	149
Health, Department of (East Orange), .....	125
Health, Department of (Elizabeth), .....	130
Health, Department of (Paterson), .....	166
Health, Department of (State), .....	45
Health, Department of (Trenton), .....	174
Health and Vital Statistics, Board of (Hudson), .....	105
Highway Commission (State), .....	45
Home, Bergen County (Bergen), .....	88
Home for Boys, State (State), .....	47
Home, City (Newark), .....	149
Home for Girls, State (State), .....	49
Home for Disabled Soldiers, New Jersey (Kearney) (State), .....	50
Widows, New Jersey (Vineland) (State), .....	52
Horticultural Society (State), .....	55
Hospital, City (Jersey City), .....	135
Hospital, City (Newark), .....	150
Hospital for Contagious Diseases (Essex), .....	92
Hospital for Contagious Diseases (Hudson), .....	107
Hospital for the Insane (Essex), .....	93
Hospital for Insane (Hudson), .....	101
Hospital, Hudson County (Hudson), .....	106
Hospital, Isolation (Bergen), .....	88
Hospital, Isolation (Jersey City), .....	137
Hospital at Morris Plains, State (State), .....	55
Hospital at Trenton, State (State), .....	61
Hospital and Sanatorium, Tuberculosis (Hudson), .....	107
Institutions and Agencies (State), .....	64
Jail (Essex), .....	95
Jail, County (Hudson), .....	108
Janitor's Department (Newark School District), .....	163
Jury Commission (State), .....	65
Jitney Traffic Bureau (Jersey City), .....	141
Labor Bureau (Jersey City), .....	141
Labor, Department of (State), .....	65
Law Department (Elizabeth), .....	130
Law Department (Jersey City), .....	141
Law Department (Newark), .....	155
Legal Department (Mercer), .....	115
Library, State (State), .....	67
Library Commission, Public (State), .....	67
Library, Free Public (East Orange), .....	125
Library, Free Public (Jersey City), .....	137
Library, Free Public (Newark), .....	151
Library, Free Public (Trenton), .....	175
Library, Public (Elizabeth), .....	131
Library, Public (Paterson), .....	167
Licenses (Except Jitney) (Newark), .....	157
Lincoln Highway and Bridges, Essex and Hudson (Essex), .....	96
Lincoln Highway and Bridges, Essex and Hudson (Hudson), .....	108
Markets, Public (Newark), .....	153
Mayor's Office (Newark), .....	152
Mechanics and Bakers (Hudson), .....	109
Medical Inspection Department (Newark School District), .....	163
Mosquito Extermination Commission (Bergen), .....	88
Mosquito Extermination Commission (Essex), .....	96
Mosquito Extermination Commission (Hudson), .....	109



	PAGE.
Mosquito Extermination Commission (Passaic), .....	118
Mosquito Extermination Commission (Union), .....	121
Motor Vehicles, Department of (State), .....	68
Municipal Food Bureau (Newark), .....	148
National Guard (State), .....	68
Outdoor Poor (Newark), .....	152
Overseer's Department, County (Hudson), .....	109
Parental School, Board of Trustees of the (Essex), .....	96
Park Commission, Washington Rock (State), .....	68
Parks (Jersey City), .....	138
Parks (Trenton), .....	175
Parks, Public (Paterson), .....	167
Parks and Parkways (East Orange), .....	125
Parks and Public Property (Jersey City), .....	137
Parks and Public Property (Newark), .....	152
Parks and Public Property (Trenton), .....	175
Parks and Shade Trees (Elizabeth), .....	131
Penitentiary (Essex), .....	97
Penitentiary (Hudson), .....	110
Physician, County (Essex), .....	97
Planning, City (Jersey City), .....	139
Playgrounds (Elizabeth), .....	131
Playgrounds (Newark School District), .....	164
Playgrounds (Trenton), .....	176
Police Department (East Orange), .....	125
Police Department (Elizabeth), .....	131
Police Department (Jersey City), .....	143
Police, Bureau of (Newark), .....	157
Police Department (Paterson), .....	168
Police Department (South Orange), .....	171
Police Department (Trenton), .....	174
Poor and Alms (East Orange), .....	126
Port and Harbor Development Commission, New York-New Jersey (State), .....	68
Prison, New Jersey State (State), .....	69
Prison Camps (State), .....	69
Prison Farm (State), .....	70
Prosecutors of the Pleas (State), .....	70
Public Baths (Newark), .....	148
Public Instruction, Department of (State), .....	70
Public Instruction (Union), .....	121
Public Records (State), .....	71
Public Reports (State), .....	71
Public Safety (Jersey City), .....	143
Public Safety (Newark), .....	156
Public Safety (Trenton), .....	177
Public Utility Commissioners, Board of (State), .....	72
Public Works, Board of (Elizabeth), .....	133
Public Works, Board of (Paterson), .....	170
Pumping Station—Department of Water (Trenton), .....	179
Purchasing Department (Essex), .....	97
Purchasing Department (Hudson), .....	110
Purchasing Department (Jersey City), .....	142
Purchasing Department (State House Commission), State, .....	83
Quarantine, Department of (State), .....	72
Quartermaster General, Department of (State), .....	73
Recreation Commissioners, Board of (East Orange), .....	126
Recreation Commissioners, Board of (Elizabeth), .....	131
Recreation Commissioners, Board of (Paterson), .....	168
Recreation Commissioners, Board of (South Orange), .....	171

# GENERAL INDEX.

ix

	PAGE.
Reformatory at Rahway, New Jersey (State), .....	73
Reformatory for Women, New Jersey State (State), .....	74
Register's Office (Hudson), .....	111
Register of Deeds and Mortgages (Essex), .....	97
Register of Deeds and Mortgages (Passaic), .....	118
Register of Deeds and Mortgages (Union), .....	121
Relief, Indoor (Paterson), .....	169
Repair Department (Newark School District), .....	163
Removal of Garbage and Ashes, Bureau of (Jersey City), .....	145
Revenue and Finance (Jersey City), .....	140
Revenue and Finance (Newark), .....	154
Revenue and Finance (Trenton), .....	176
Road, Newark Turnpike (Hudson), .....	111
Road and Belleville Pike, Passaic River (Hudson), .....	111
Road, Paterson Plank (Hudson), .....	111
Road Repairs (Passaic), .....	119
Roads, County (Bergen), .....	89
Roads, County (Mercer), .....	115
Roads and Assessments (Essex), .....	98
Sanatorium, Bonnie Burn (Union), .....	122
Sanatorium, Essex Mountain (Essex), .....	98
Sanatorium for Tuberculous Diseases, New Jersey (State), .....	75
School, Board of Trustees of the Parental (Essex), .....	96
School for Colored Youth, Manual Training and Industrial (State), ...	78
School for the Deaf, New Jersey (State), .....	78
School at Montclair, State Normal (State), .....	79
School at Newark, State Normal (State), .....	80
School at Trenton, State Normal (State), .....	80
School at Collingswood, Summer (State), .....	82
School at Newton, Summer (State), .....	82
School at Ocean City, Summer (State), .....	82
School District of Newark (Newark), .....	162
Schools, Superintendent of (Mercer), .....	115
Secretary's Department (Newark School District), .....	164
Secretary of State (State), .....	82
Sewers (South Orange), .....	171
Sewers and Basins, Bureau of (Jersey City), .....	145
Sewers and Drainage (Elizabeth), .....	132
Sewer Maintenance (Trenton), .....	178
Shade Tree Commission (East Orange), .....	126
Shade Tree Commission (Newark), .....	153
Shade Tree Department (Jersey City), .....	139
Sheriff (Union), .....	123
Sheriff, Department of (Passaic), .....	119
Sheriff's Department (Mercer), .....	115
Sheriff's Office (Bergen), .....	89
Sheriff's Office (Essex), .....	99
Sheriff's Office (Hudson), .....	112
Sidewalks, Bureau of (Jersey City), .....	145
Sinking Fund Commission (Bergen), .....	89
Sinking Fund Commission (Hudson), .....	112
Sinking Fund Commission (Jersey City), .....	142
Smallpox (Hudson), .....	112
Smoke Abatement (Newark), .....	153
Social Center (Elizabeth), .....	132
Soldiers' Burials (Essex), .....	99
Soldiers' and Sailors' Aid Bureau, Municipal (Newark), .....	153
State House Commission (State), .....	83
State House Commission (State), Purchasing Department, .....	83
Streets (Trenton), .....	178

	PAGE.
Streets, Department of (Paterson), .....	169
Street Cleaning, Bureau of (Jersey City), .....	145
Street Lighting, Bureau of (Jersey City), .....	146
Street Repairs, Bureau of (Jersey City), .....	146
Streets and Highways (Elizabeth), .....	132
Streets and Highways (South Orange), .....	171
Streets and Public Improvements (Jersey City), .....	144
Assessments, .....	144
Engineering Bureau, .....	144
Executive Office, .....	145
Removal of Garbage and Ashes, .....	145
Sewers and Basins, .....	145
Sidewalks, .....	145
Street Cleaning, .....	145
Street Lighting, .....	146
Street Repairs, .....	146
Water, .....	146
Streets and Public Improvements (Newark), .....	158
Director's Office, .....	158
Bureau of Docks, .....	158
Construction Division, .....	158
Engineering Division, .....	158
Bureau of Streets, .....	159
Public Lighting, .....	159
Stable Division, .....	159
Street Cleaning and Refuse Collection Division, .....	160
Street Maintenance and Repair Division, .....	160
Street Regulation, .....	160
Bureau of Sewers, .....	159
Engineering Division, .....	159
Maintenance and Repair Division, .....	159
Pumping Station Division, .....	159
Bureau of Water, .....	160
Accounting Division, .....	160
Construction and Repair Division, .....	161
Engineering Division, .....	161
Meter Laboratory Division, .....	161
Motor Division, .....	162
Stable Division, .....	162
Watershed Division, .....	162
Streets and Public Improvements, Department of (Trenton), .....	178
Street Sprinkling, Department of (East Orange), .....	127
Superintendent's Department, City (Newark School District), .....	164
Superintendent of Schools (Mercer), .....	115
Supplies Department (Newark School District), .....	163
Surrogate (Bergen), .....	89
Surrogate (Union), .....	123
Surrogate's Department (Hudson), .....	113
Surrogate's Department (Mercer), .....	115
Surrogate's Department (Passaic), .....	119
Surrogate's Office (Essex), .....	99
Taxation, County Board of (State), .....	84
Tax Department (Jersey City), .....	142
Taxes, Board of Assessment and Revision (Elizabeth), .....	133
Taxes and Assessments, Board of (State), .....	84
Taxes, Collector of (East Orange), .....	127
Taxes, Receiver of (Newark), .....	155
Tenement House Supervision, Board of (State), .....	84
Treasurer (State), .....	85
Treasurer, City (East Orange), .....	127

# GENERAL INDEX.

xi

	PAGE.
Treasurer, City (Elizabeth), .....	133
Treasurer, City (Jersey City), .....	142
Treasurer, City (Newark), .....	155
Treasurer, County (Essex), .....	99
Treasurer, County (Hudson), .....	113
Treasurer, County (Mercer), .....	116
Trenton Battle Monument, .....	85
Trustees of the Parental School, Board of (Essex), .....	96
Trustees of the Teachers' Retirement Fund, Board of (State), .....	85
Village Officers (South Orange), .....	171
Water, Bureau of (Jersey City), .....	146
Water Department (East Orange), .....	127
Water Department (South Orange), .....	172
Water Department (Trenton), .....	179
Water-Pumping Station, Department of (Trenton), .....	179
Weights and Measures (Elizabeth), .....	133
Weights and Measures (Essex), .....	100
Weights and Measures (Mercer), .....	116
Weights and Measures (Newark), .....	154
Weights and Measures, Department of (State), .....	86
Workhouse, County (Mercer), .....	116

## STATE AND MUNICIPALITIES.

	PAGE.
BERGEN COUNTY, .....	86
EAST ORANGE, .....	123
ELIZABETH, .....	128
ESSEX COUNTY, .....	90
HUDSON COUNTY, .....	100
JERSEY CITY, .....	134
MERCER COUNTY, .....	113
NEWARK, .....	147
NEWARK SCHOOL DISTRICT, .....	162
PASSAIC COUNTY, .....	116
PATERSON, .....	165
SOUTH ORANGE, .....	170
STATE, .....	19
TRENTON, .....	172
UNION COUNTY, .....	120



# Fourteenth Annual Report.

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

TRENTON, November 22, 1921.

*To His Excellency, The Governor:*

The Civil Service Commission has the honor to present herewith its Fourteenth Annual Report for the fiscal year July 1, 1920, to June 30, 1921.

## A PROGRAMME

In preceding annual reports the Civil Service Commission has traced the establishment of the Merit System in New Jersey and its development thus far as an effective instrument in the control and solution of the important personnel problems both in the State service and the several local jurisdictions. In its Thirteenth Annual Report it pointed out that the Merit System, as an acknowledged part of the administrative machinery in this State, has been thoroughly established; that it is no longer an experiment; that standard practices and administrative procedure have been developed, and that the civil service problem to-day is the development of a positive and constructive programme in the interests of effective and economical administration.

In the same report the Commission listed the major activities which must be included in this constructive programme, and since it forms the basis of the further growth of the Merit System as administered by this Commission it is quoted here:

- I. Development of the classification and salary standardization work as applied to both the State and municipal services.
- II. The adoption and acceptance of an employment policy under which public employment shall be handled along the same businesslike and economical lines as in well-regulated private enterprise.

- III. A definite and uniform policy respecting hours and conditions of employment, vacations, leaves of absence, etc., applying to Civil employes in all departments of the State and municipal governments.
- IV. The adoption of a comprehensive and equitable pension and retirement system for all State and municipal employes.
- V. The reorganization of departmental working forces, where found advisable, eliminating needless duplication and wasted effort as a result of unbusinesslike practices and bad departmental organization.
- VI. The extension of civil service control to the remaining counties and municipalities of the State.
- VII. Adherence to the compensation schedules established by the Civil Service Commission in the preparation of the budget and in making appropriations for personal service, and careful observance of the regulations in force respecting salary adjustments.
- VIII. The elimination of departmental emergency appropriations for personal service and the establishment of a State Emergency Fund, under direction of the State House Commission, from which appropriations for personal service may be made to departments when there is a clearly-established need for such appropriation.
- IX. The establishment of appropriate training courses for present and prospective public employees.

To complete this program there is added a tenth item, namely :

- X. The development of the efficiency rating system required by law for every department, which shall include every individual employe in the classified service.

The Commission is able to record progress in nearly every part of this programme. The classification and salary standardization of the State Service has been completed and may now be accepted as stable, and the work of establishing modern classifications with proper compensation schedules in the various local jurisdictions has been continued. Departmental authorities, county and municipal governing bodies, as well as local department heads, are rapidly coming to a realization of the vital part that the personnel plays in successful administration and the need for the application

of the same principles and policies to public employment as have stood the test in private enterprise.

For the first time, and with your approval, and that of the other members of the State House Commission, the Civil Service Commission has formulated regulations affecting hours and conditions of employment, vacations and leaves of absence with and without pay, for the ensuing year. The careful observance of these regulations by department heads will have a wholesome effect on the entire service.

A comprehensive pension and retirement law, affecting all State employees, has been passed, and will become effective January 1, 1922. Sound pension and retirement legislation is in force for all police and fire departments and for certain other groups of municipal employees. It is hoped that a consolidation of the pension laws applying to county and municipal employees will be effected in the near future and extended to include all such employees.

The appropriations for personal service in the State administration have been made strictly in accordance with the estimates furnished by the Civil Service Commission and in keeping with the prevailing schedules, and all salary advances and adjustments for the fiscal year beginning July 1, 1921, will be in accordance with the rules of this Commission. The usual departmental appropriations for emergency employment have not been entirely eliminated. The policy of the State House Commission, however, in refusing to transfer moneys from or to the appropriation items for personal service has accomplished the end which the Commission sought in making such a recommendation. It is believed that the item for emergency employment, which is little more than a guess on the part of departmental authorities, should be entirely eliminated from the appropriation act. The Commission, therefore, renews its recommendation.

### EFFICIENCY RECORDS

In every plan for improving the character and quality of the work of public employees, and thereby increasing the effectiveness of the public service, there is included a provision for the establishment and maintenance of a system of efficiency records in the



several departments. It is generally recognized that the theory upon which the keeping of efficiency records is based is fundamentally sound, and the value of the systematic recording of the quantity and quality of the work of departmental employes is unquestioned. Notwithstanding the importance of this feature of personnel control, there has not been evolved, for any large jurisdiction, a satisfactory and effective efficiency record system.

The New Jersey Civil Service Law requires that efficiency records be maintained, and this Commission has established a rating system which, it is believed, is based upon sound principles. It has not been able, because of the volume of other work and of limited appropriations for its professional and technical employes, to assign a staff member to do educational and missionary work in this field. In a comparatively large number of State and municipal departments definite progress has been made, and valuable records of the production and service of departmental employes have been received. The satisfactory records made by these departments affirm the contention that it is possible to maintain efficiency ratings which actually reflect the service of the employe. The Commission cannot hope for real progress, however, until it is able to convince all department heads of the practical value of such records.

Efficiency records correctly maintained should be the basis of promotion and salary advancement, and should determine the order of lay-off when forces are reduced or employes are released from the service. Efficiency records are invariably taken into consideration in promotion examinations, and are given a weight sufficient to make them, if not the controlling, a very important factor in such tests.

In two instances during the year the importance of efficiency records in connection with promotion examinations have been emphasized. Criticism was made of the result of a certain promotion examination in one of the State departments where the service and record of the competing applicants was given a weight of four out of ten points, and was largely controlling. It was maintained by the appointing authority that the eligible list did not reflect the relative excellency of the applicants. No systematic efficiency ratings had been maintained for the several

competitors in this group, and the Commission was obliged to determine the rating under "Service and Record," on the basis of length of service alone. The criticism may have been a just one, but it applied, not to the examination methods, but to the departmental authorities themselves, in failing to maintain adequate efficiency ratings as required.

The second instance was in connection with a promotion examination in the police department of one of the municipalities. In promotion examinations in the uniformed departments "Service, Record and Personal Fitness" constitute fifty per cent. of the entire examination. It was intimated that the appointing authority was not satisfied with the result of the examination in that some of the men considered as most efficient in the performance of their duties did not receive as high an average as less efficient members of the department competing in the promotion test. An examination of the efficiency ratings of the several eligibles for the past three years, as maintained by the department, showed that every one of the applicants received practically the same ratings. An analysis of the ratings of the several eligibles further showed that the officers who were named as most efficient would have been placed high on the eligible list had correct efficiency records been maintained by the responsible officials.

These illustrations are typical, and but serve to indicate the importance of maintaining real efficiency records. It is a part, and an important part, of the function of department heads, or their deputies, to note and record the quality of the work and the quantity of the work performed by the individual employe; to observe and record his faithfulness, loyalty, obedience to orders, action toward superior officers, his fellow-workers and the public, and the regularity of his attendance. The Commission hopes for greater co-operation on the part of departmental authorities in this phase of civil service administration.

#### CLASSIFICATION AND STANDARDIZATION

The classification of the county and municipal services, on the basis of the duties performed and responsibilities carried, has continued throughout the year. The classifications are complete

and in successful operation in the State service, the City of Newark, and the Newark School District, and in Essex, Bergen, Mercer and Passaic Counties, with a total of 12,000 employees out of the 19,000 employees in the classified service in the fourteen jurisdictions under civil service control.

On the invitation of the Mayor and the Board of Finance, a new survey has been made of the personnel of the City of Paterson, and the new classification for that municipality is practically completed. Classification work has been done also for Union County, Elizabeth, East Orange and the City of Trenton, and while the compensation schedules accompanying these classifications have not been formally adopted, both the classification and the schedules recommended are being used as guides by these municipalities, and have a definite influence in determining the compensation rates for these jurisdictions.

Under existing law it is the duty of the Civil Service Commission to provide a correct classification for the several municipal and county services, but it is not empowered to require acceptance of carefully worked out compensation schedules based upon a correct appraisal of the duties performed or observance of its rulings with respect to compensation adjustments and advances. Reference to the statistical data later given in this report will indicate the vital importance of the personnel problem in the several local jurisdictions. It is recommended, therefore, that enabling legislation be enacted extending to the Commission the power of control and regulation in the local services as it now possesses for the State service.

There is no more important task of the Civil Service Commission than that of providing and putting into practical operation a correct and complete classification with proper compensation schedules for the entire service. A correct classification is necessary before departmental authorities are able to recast and reorganize their working forces for the better discharge of the duties resting upon the department and for effecting real economy in employment. Without this orderly grouping of employees, and correct compensation schedules based upon careful analysis of the qualifications required, the duties performed, the responsibilities carried and the market value of such service, there can be:

no intelligent handling of the salary and wage problem, which has assumed a position of so great importance in public administration.

### THE PUBLIC PAYROLL

A study of employment costs in the public services shows a consistent increase, not only in payroll totals, but in the number of employees. The first complete survey of the State service was made in 1917, and the statistics respecting the number of classified and unclassified employes and officers on the State payroll was considered as of June of that year. A comparison of these figures with those of June, 1921, best show the increasing importance of personnel:

TABLE SHOWING INCREASE IN NUMBER OF EMPLOYES AND IN TOTAL SALARIES PAID IN 1921 OVER 1917 IN THE STATE SERVICE

Year	No. Officers and Employes	Annual Payroll	Annual Appropriation
1921 .....	5,007	\$7,000,000	\$16,021,795.03*
1917 .....	2,900	3,600,000	8,073,255.25
Increase .....	2,107	\$3,400,000	\$7,948,539.78

\*This is the amount of the current appropriation. It does not include the several unexpended balances previously appropriated for specific projects which are reappropriated in the 1921 appropriation act.

When these figures were collected in June, 1921, reports from practically every institution in the State indicated a large number of vacancies in the Attending and Domestic Service. When the personnel for these institutions is recruited to normal requirements the officers and employes on the State payroll will be considerably in excess of 5,000.

This rapid increase in the numbers, as well as in payroll totals, of public officials and employes is not peculiar to the State service, and every succeeding year shows an increase, not only in number of employes, but in payroll totals, as is indicated by the following comparative tables:

TABLE SHOWING THE NUMBER AND DISTRIBUTION OF EMPLOYEES UNDER CIVIL SERVICE JURISDICTION, 1921

JURISDICTION	Unclassified	CLASSIFIED				
		Exempt	Comp.	N. C.	Labor	Total
State .....	500*	175	2,278	1,312	742	5,007
Essex County .....	17	36	482	495	121	1,151
Hudson County .....	53	57	813	204	146	1,273
Union County .....	17	0	96	3	41	157
Passaic County .....	26	13	158	6	44	247
Bergen County .....	36	7	183	21	167	414
Mercer County .....	3	6	124	0	81	214
Newark .....	151	16	3,310	311	1,059	4,847
Jersey City .....	31	20	1,936	305	368	2,600
Paterson .....	45	10	534	41	235	865
Elizabeth .....	26	6	358	81	171	642
Trenton .....	15	4	543	97	283	942
East Orange .....	32	1	230	23	75	361
South Orange .....	9	0	45	4	28	86
Newark Sch. Dist. ....	8	1	219	5	14	247
Total .....	969	352	11,309	2,908	3,575	19,113

\*Includes 175 Normal and Industrial school teachers.

TABLE SHOWING BUDGETS, SALARIES PAID, AND PERCENTAGE OF BUDGET DEVOTED TO SALARIES FOR THE YEAR 1921

JURISDICTION	1921 Total Budget	1921 Total Payroll	Percentage of Budget For Payroll
State .....	\$16,021,795.03	\$6,855,584.52	.428
Essex County .....	6,370,554.99	1,865,680.92	.292
Hudson County .....	5,663,906.12	2,252,808.36	.397
Union County .....	1,363,403.00	221,770.16	.162
Passaic County .....	1,064,496.96	386,725.94	.363
Bergen County .....	2,479,481.63	611,673.36	.246
Mercer County .....	1,232,717.00	288,476.40	.234
Newark .....	11,360,403.62	7,094,790.24	.624
Jersey City .....	8,175,419.51	5,170,520.16	.632
Paterson .....	2,475,420.01	1,107,528.48	.447
Elizabeth .....	2,035,703.32	858,892.40	.421
Trenton .....	2,419,290.49	1,385,561.16	.572
East Orange .....	1,489,379.42	606,765.72	.407
South Orange .....	187,431.19	156,476.40	.834
Newark School District .....	1,302,000.00*	629,896.80*	.483
Total .....	\$62,641,402.29	\$29,493,151.08	.478

\*General administrative costs other than teaching corps.

# REPORT OF CIVIL SERVICE COMMISSION

9

TABLE SHOWING COMPARATIVE DATA IN RE NUMBER OF EMPLOYEES AND PAYROLL TOTALS FOR THE YEARS 1919 AND 1921

JURISDICTION	NO. OF EMPLOYEES			PAYROLL TOTALS		Increase
	1919	1921	Increase	1919	1921	
State .....	3,930	5,007	1,077	\$4,203,278.64	\$6,855,584.52	\$2,652,305.88
Essex County .....	1,079	1,151	72	667,595.56	1,865,680.92	1,198,175.36
Hudson County .....	499	1,273	774	1,575,768.96	2,252,808.36	677,039.40
Union County .....	277	157	.....	263,269.44	221,770.16	-41,499.28
Passaic County .....	213	247	34	311,873.52	386,725.04	74,852.42
Bergen County .....	222	414	192	273,302.52	611,673.36	338,370.84
Mercer County .....	228	214	.....	312,117.40	288,476.40	-23,641.00
Newark .....	3,021	4,847	926	5,436,087.12	7,004,700.24	1,658,703.12
Jersey City .....	2,264	2,660	396	3,693,769.92	5,170,520.16	1,476,750.24
Paterson .....	767	805	98	844,840.75	1,107,528.48	262,687.73
Elizabeth .....	596	642	46	735,684.86	858,802.46	123,207.60
Trenton .....	867	942	75	998,269.52	1,385,551.16	387,291.64
East Orange .....	287	361	74	276,197.03	606,765.72	330,568.69
South Orange .....	74	86	12	94,028.64	156,476.40	62,447.76
*Newark School Dist. ....	216	247	31	418,989.28	629,896.80	210,907.52
Total .....	15,440	19,113	3,673	\$20,104,983.16	\$29,493,151.08	\$9,388,167.92

\* General current administrative costs, no teachers included.

The statistics show a reduction of \$41,499.28 for Union County, and \$23,641.00 for Mercer County in the payrolls for the year 1921 as compared with 1919. This is principally accounted for by the variation in the labor payrolls. The payroll statistics in the foregoing table are the result of a careful analysis of the payrolls for June, 1921. They are based upon conservative estimates, and it is believed that the amounts stated are, in no case, in excess of the actual moneys paid and to be paid in each jurisdiction for personal service for the calendar year. The budget totals for the counties and municipalities were obtained from the financial officers of the several counties and municipalities. These budget amounts do not include State taxes or costs of the administration of the public schools.

The foregoing figures tell their own story. For the two-year period there is shown an increase in the payrolls passing through the offices of this Commission of \$9,388,167.92. The payroll increase for 1921 over that of 1920 is \$3,438,980.15. The total costs for the year for general administration of the State and the fourteen county and municipal governments under Civil Service, exclusive of State taxes and public schools, amount to \$62,641,402.29, of which \$29,493,151.08, or 47 per cent., is represented in payroll expenditures. In practically all of the larger jurisdictions at least ten per cent. of the annual budget is devoted to permanent improvements in the construction or enlargement of State, county or city institutions, as the case may be. Such expenditures are not properly chargeable to current administrative costs. It will be seen, therefore, that more than one-half of current administrative costs are represented in the public payroll.

The primary interest of administrative authorities and the general public will be in the answer to the question: What part of the total annual cost of public administration may be properly apportioned to payroll purposes? The answer to this inquiry has not been worked out for any considerable number of State or local jurisdictions on a scientific basis. It is generally conceded that a substantial saving can be effected without working a hardship on public employes and without reducing the effectiveness of public administration. As a result of its study of personnel costs so far, the Commission is of the opinion that it will be eventually agreed that the percentage of the total budget that may properly be devoted to payroll purposes in the average State, county and city should be within the following limits:

For State administration, including all officers and employes in both the unclassified and classified service .....	33-1/3% to 40%
For county administration, including all officers and employes in both the unclassified and classified service .....	22.5% to 30%
For municipal administration in cities having a population of 100,000 to 500,000, and including all officers and em- ployes in both the unclassified and classified service ....	40% to 50%

These data are not presented merely for the purpose of drawing conclusions, but rather to emphasize, in dollars and cents, the vital importance of the employment problem in the public service.

Owing to the liberal advances granted in the past few years, public employes in New Jersey, both municipal and State, are now well paid. There can be no reasonable objection to this since public work does require, despite a more or less general prevailing opinion to the contrary, a well qualified and capable working personnel. The immediate problem before those responsible for public administration is not one of recruiting and retaining capable employes since the compensation is adequate. It is rather how to maintain an effective administration without the necessity of further increasing either the number of employes or the payroll expenditures.

Within the near future, it is obvious that there must be a re-adjustment of administration costs in all public business. In any adjustment that may be undertaken, it is likely that determined efforts will be made to reduce the greatest item of expenditure, *i. e.* the payroll. The problem is a serious one, but it cannot be solved by any arbitrary action which may impair the effectiveness of the service or work an injustice on competent and faithful employes. The solution, so far as there is a solution, lies not in arbitrary action, but in a reorganization of departmental forces, making possible greater efficiency and greater individual productiveness, and the actual adoption of business principles in the conduct of public affairs. In the protection of the great body of our present civil employes, and in the interests of the real economy that must be practiced, the Commission submits this thought for careful consideration.



## EXAMINATIONS

It has been the constant endeavor of this Commission to maintain, and to improve upon wherever possible, the same high standard which has distinguished its examinations among Civil Service Commissions of the country for the past several years. It has aimed to make every examination practical. It has sought also and not without results, it is believed, to inspire confidence in the fairness and integrity of its examination work, both in the appointing authorities and in the minds of the thousands of applicants annually seeking entrance into the public service. Not a little of the success attained in its examination work is due to the generous assistance rendered by the technical and expert employes of the various departments, and the services of the special expert examiners who have been called in from time to time.

Among those assisting the Commission in the conduct of examinations during the year are:

Professor A. S. Kinsey, Supervisor of Shop Practice, Stevens Institute, and Consulting Mechanical Engineer.

Rev. Vincent Serafini, Interpreter, Mercer County Courts.

Alvin Bugbee, Superintendent of Water, Trenton.

Charles Upham, Delaware State Highway Engineer.

Frederick W. Sarr, Deputy Highway Commissioner for New York State.

Harry F. Harris, County Engineer, Mercer County.

William H. Connell, Consulting Engineer, Philadelphia, Pa.

Dr. Robert G. Leavitt, State Normal School, Trenton.

Professor E. T. Ingram, Trenton High School.

William H. Compton, Certified Public Accountant, Trenton.

William N. Havens, Expert Auto Mechanic, Trenton.

William Milwitzky, Professor of Languages, Newark High Schools.

J. Osborn Hunt, Architect, Trenton.

William T. Furman, State Printer, Trenton.

Charles H. Weeks, Chief of the Bureau of Structural Inspection, Department of Labor.

Roland G. Leveridge, Chief of the Bureau of Electrical Equipment, Department of Labor.

Joseph H. Scott, Chief Examiner, Steam Engine and Boiler Operators' License Bureau, Department of Labor.

George Skillman, Senior Auditor, Department of Municipal Accounts.

Charles S. Shaughnessy, Chief Examiner, Philadelphia Civil Service Commission.

To meet the requirements of the various State and municipal departments and in building up its labor reserve as represented

in its eligible lists, the Commission has held 338 open competitive examinations, 54 promotion examinations and 225 qualifying examinations, with a total of 6,625 applicants. 3,352 applicants have qualified in non-competitive tests held by local examining boards, and 4,368 laborers have been registered. These figures reflect prevailing industrial conditions, and indicate a return to real competition in the selection of public employes. The detailed data given below serve to emphasize this fact.

TABLE SHOWING DETAILED EXAMINATION DATA FOR 1921

	No. of Exams.	No. of Applts.	No. Exam'd	No. Eligible	No. Failed	Number Failed to Appear	Total
Open Comp. ....	338	5,713	4,869	3,319	1,550	844	5,713
Promotion .....	54	609	577	488	89	32	609
Qualifying .....	225	303	303	303	.....	.....	303
Non-Comp. ....	3,352	3,352	3,352	3,352	.....	.....	3,352
**Labor .....	.....	*4,368	4,368	4,368	.....	.....	4,368
Total .....	3,969	14,345	13,469	11,830	1,639	876	14,345

\* Registered.

\*\* 2,060 Appointments.

TABLE SHOWING INCREASING COMPETITION IN POST-WAR PERIOD

Fiscal Year	Competitive Examinations		Qualifying Examinations		Non-Comp. Exams. and Appointments	Labor Registrations	Annual Total
	No. of Exams.	No. of Applts.	No. of Exams.	No. Examined			
1917	306	4,210	108	108	3,461	3,799	11,578
1918	235	2,318	88	88	1,498	1,704	5,808
1919	327	2,927	181	595	2,675	2,413	10,118
1920	345	6,384	93	157	2,926	1,872	11,339
1921	368	6,322	225	303	3,352	4,368	14,345
Total	1,581	22,161	695	1,251	13,912	14,156	53,188

Because of the special qualifications required and the lack of applicants resident within the State, the following examinations were opened to citizens of the United States. Preference in certification was given in each instance to eligibles resident in New Jersey.

<i>1920</i>	<i>Salary Range</i>
July 12—Assistant Psychologist, Department of Medical Inspection, Board of Education, Newark, per month .....	\$140 to \$170
July 12—Social Worker, Department of Medical Inspection, Board of Education, Newark, per annum .....	\$1,000 to \$1,500
July 27—Chief of the Division of Medical Inspection and Welfare Nursing, Bureau of Health, Department of Public Safety, Trenton, per annum .....	\$3,500

<i>1921</i>	
Apr. 27—Assistant Psychologist, Department of Medical Inspection, Board of Education, Newark, per month,	\$140 to \$170

Among the important examinations held during the year are:

- Fireman—Uniformed Fire Department, Jersey City service. Salary, \$1,700 to \$2,000 per annum; 717 applicants.
- Statistician—Department of Revenue and Finance, Jersey City service. Salary, \$3,500 per annum.
- Detective—Prosecutor's Office, Essex County service. Salary, \$2,160 to \$2,700 per annum.
- Supervisor of Police Training School—Police Department, Trenton service. Salary, \$2,100 per annum. Promotion.
- Chief Inspector—Sheriff's Office, Hudson County. Salary, \$3,500 per annum.
- Traffic Commissioner—Board of Public Works, Paterson service. Salary, \$2,500 per annum.
- Superintendent of Maintenance—State Highway Commission, State service. Salary, \$4,500 to \$5,400 per annum.
- Supervisor of Maintenance—State Highway Commission, State service. Salary, \$2,640 to \$3,180 per annum.
- Supervisor of Bridges and Structures—State Highway Commission, State service. Salary, \$2,640 to \$3,180 per annum.
- Building and Loan Examiner—Department of Banking and Insurance, State service. Salary, \$1,800 to \$2,280 per annum.
- Supervisor of Repairs and Supplies—Department of Institutions and Agencies, State service. Salary, \$3,300 to \$3,900 per annum.
- Engineer-in-Charge—Construction Division, State Highway Commission, State service. Salary, \$4,800 to \$6,000 per annum.
- Engineer-in-Charge—Division of Surveys and Right-of-Way, State Highway Commission, State service. Salary, \$3,600 to \$4,200 per annum.

- Superintendent of Nurses—State service. Salary, \$1,440 to \$1,800 per annum, plus maintenance.
- Assistant Chief Examiner (Engineering)—Civil Service Commission, State service. Salary, \$2,880 to \$3,300 per annum.
- Senior Auditor—Department of Municipal Accounts, State service. Salary, \$2,640 to \$3,300 per annum.
- Assistant to Business Manager—Board of Education, Newark service. Salary, \$3,600 to \$4,800 per annum.
- Court Interpreter—Hudson County Courts. Salary, \$1,800 to \$2,500 per annum.
- Lieutenant of Detectives—Promotion, Prosecutor's Office, Hudson County service. Salary, \$3,400 per annum.

## APPOINTMENTS

Out of the 11,527 eligibles in the competitive, non-competitive and labor classes examined and registered during the year, 6,599 appointments have been made. The turn-over is to be found principally in the non-competitive and labor classes. In the competitive class, after the normal growth of the service is taken into consideration, no unusual change is indicated.

TABLE SHOWING THE ELIGIBLES EXAMINED DURING THE FISCAL YEAR IN THE COMPETITIVE, NON-COMPETITIVE AND LABOR CLASSES AND THE NUMBER APPOINTED

	Number of Eligibles	Number Appointed	Per Cent. Appointed
Competitive .....	3,319	1,058	.318
Promotion .....	488	129	.264
Non-Comp. ....	3,352	3,352	1.000
Labor .....	4,368	2,060	.471
Total .....	11,527	6,599	.572

NOTE.—Eligible lists are effective for a period of two years.

## MEETINGS AND HEARINGS

Forty regular meetings and sixteen formal hearings have been held during the year. In addition to these formal meetings and

hearings, the Commission has devoted a great portion of its time to the administration of Civil Service matters affecting the several local jurisdictions under its charge. Three hearings have been held on the matter of changing the official rules of the Commission; four on the exemption of certain positions, seven on appeals from dismissal from the service, and two on other questions.

A chronological list of the hearings, together with the Commission's action, follows:

1920

July 13—*In re* the removal of the name of Harry B. Davenport from the eligible list for Assistant Division Highway Engineer, Mr. Davenport being employed in another position in the State service. Name retained on the eligible list.

✓ ✓ July 20—*In re* dismissal of Stephen Tafro and Walter Seruby, Cleaners, City Hall, Trenton. Dismissal approved.

July 27—*In re* adoption of an amendment to Rule VII, Section 3, affecting qualifications in promotion examinations. The amendment was adopted.

July 27  
cont'd

Aug. 30—*In re* dismissal of James Strollo, Assistant Civil Engineer, State Highway Commission. Dismissal disapproved and recommendation by the Commission that the defendant be transferred to an engineering position in some other department of the State service.

Sept. 21—*In re* the adoption of an amendment to Rule VII, Section 2, governing promotions. The amendment was adopted.

Sept. 21—*In re* the exemption of the position of member of the Board of Bar Examiners appointed by the Supreme Court. The selection being invariably confined to Counsellors-at-Law of recognized standing, the position was exempted on the grounds that a competitive examination was impracticable.

Oct. 26—*In re* the dismissal of Henry Clark, Cleaner and Helper, State House. Dismissal approved.

Dec. 14—*In re* the adoption of an amendment to Rule XIII, Section 3, governing leaves of absence in the State and municipal services. The amendment was adopted.

1921

Jan. 10—*In re* the dismissal of Joseph W. Sutton as Head Farmer, State Prison Farm, Leesburg. The dismissal was disapproved and reinstatement ordered.

Jan. 11—*In re* the exemption of the position of Complaint Clerk, Hudson County Prosecutor's Office. The position was exempted because of the confidential and personal relations of the Complaint Clerk and

the Prosecutor, and on the basis that a competitive examination was impracticable.

✓ Jan. 27—*In re* the dismissal of Cecelia B. Scully, Senior Clerk-Stenographer, Board of Chosen Freeholders, Bergen County. Dismissal approved.

✓ Feb. 25—*In re* the dismissal of Robert Sidney, Patrolman, Jersey City Police Department. Dismissal approved.

Mar. 1—*In re* the exemption of the position of Consulting Engineer, State Board of Commerce and Navigation. It was shown that the Consulting Engineer gave but a small part of his time to the State Board, and was able to render valuable and expert service, either in person or through his office organization. The position was exempted for the above reasons and on the basis that a competitive examination under the conditions was impracticable.

Mar. 8  
cont'd

Mar. 15—*In re* the termination of the service of Charles Hummel as Chief Inspector in the Sheriff's Office, Essex County, and his re-designation as Court Attendant by the Board of Chosen Freeholders. The action of the Board was approved.

5 Apr. 14—*In re* the dismissal of William M. Lawrence, Bridge Attendant, State Highway Commission. Dismissal approved.

June 14—*In re* the exemption of the position of Specialist in Biological Sewage Investigation for research work, to be conducted jointly by the State Department of Health and the State Experiment Station. The position was exempted because of the peculiar and special character of the work to be performed, and on the ground that a competitive examination would be impracticable.

In conclusion the Commission desires to express its appreciation for the generous support and co-operation which you have accorded it, as well as that of departmental authorities in the State, counties and municipalities under its jurisdiction.

Respectfully submitted,

EDWARD H. WRIGHT,  
WM. K. DEVEREUX,  
THEO. H. SMITH,  
WM. D. NOLAN,

*Commissioners.*



# APPENDIX I.

## Classification of Positions.

NOTE—This classification, so far as positions in the non-competitive and labor classes are concerned, has been made according to the present standard of wages. Before making any increase in salaries the Civil Service Commission should be consulted in order that department heads may be informed of any change in classification made necessary under the proposed increase.

### STATE

#### ADJUTANT-GENERAL

##### *Unclassified*

Adjutant-General

##### *Exempt Class*

Deputy Adjutant-General

##### *Reason for Exemption*

Deputy or First Assistant, Section XIII (1), Chapter 156, P. L. 1908

##### *Competitive Class*

Clerk  
Clerk, File  
Clerk, Personnel  
Clerk, Principal  
Clerk, Senior  
Clerk-Stenographer

Clerk-Stenographer, Junior  
Clerk-Stenographer, Senior  
Clerk-Typist  
Compiler of Military Records  
Compiler of Military Records, Assistant

#### DEPARTMENT OF AGRICULTURE

##### *Unclassified*

Beetle Exterminator  
Co-operator (Bureau of Statistics)

Director of Farmers' Institutions,  
Assistant Member of Board

##### *Exempt Class*

Chief, Bureau of Animal Industry  
Chief, Bureau of Lands, Crops and Markets  
Chief, Bureau of Statistics and Inspection  
Clerk-Stenographer, Senior

##### *Reason for Exemption*

Under Provision of Chapter 268, Laws of 1916, creating State Department of Agriculture  
Under Provision of Chapter 268, Laws of 1916, creating State Department of Agriculture  
Under Provision of Chapter 268, Laws of 1916, creating State Department of Agriculture  
Secretary to Principal Executive Officer, Section XIII (4)



Entomologist, State

The occupant thereof has to act in a dual capacity as State Entomologist and Entomologist at the Experiment Station at New Brunswick, and furthermore expert qualifications were needed to fill the position, so that a Civil Service examination would be impracticable

Secretary for Agriculture  
Specialist, Farm Labor Placement

Secretary of Board, Section XIII (3)  
The work being of a temporary character and the position being impracticable to fill through a competitive examination

*Competitive Class*

Accountant, Cost  
Clerk, Departmental Account  
Clerk-Stenographer  
Clerk-Stenographer, Junior  
Clerk-Stenographer, Senior  
Entomologist, Assistant  
Inspector of Animal Industry, Junior  
Inspector of Animal Industry, Senior  
Inspector, Chief (Bureau of Animal Industry)

Inspector, Bee  
Inspector, Gipsy Moth Extermination  
Inspector of Crops, Chief  
Inspector of Nurseries  
Market Reporter  
Plant Pathologist  
Specialist, Dairy Products Marketing  
Specialist, Market  
Specialist, Transportation

*Non-Competitive Class*

Consulting Economist (1)  
Janitor (1)

*Character of Services*

Giving advice with regard to expenditures  
Assuming responsibility for and performing the cleaning, maintenance and repair work of a part of the building

## STATE AGRICULTURAL COLLEGE

## (DEPARTMENT OF CLAY-WORKINGS AND CERAMICS)

*Unclassified*

Director and Instructor

*Competitive Class*

Clerk-Stenographer

Laboratory Assistant

## (LONG COURSES IN AGRICULTURE)

*Unclassified*

Associate Professor of Agronomy  
Associate Professor of Horticulture  
Associate Professor of Vegetable Gardening  
Dean  
Instructor  
Instructor, Assistant

Instructor, Garden Practice  
Instructor in Animal Husbandry  
Instructor in Dairy Husbandry  
Instructor in Poultry Husbandry  
Instructor in Rural Engineering  
Professor of Dairy Husbandry  
Professor of Poultry Husbandry

*Competitive Class*

Editor and Librarian

Rose Culturist

*Non-Competitive Class**Character of Services*

Farm Hand (2)

General farm and garden work, under supervision

Janitor (1)

Assuming responsibility for and performing the cleaning, maintenance and repair work of a minor building, or such part of a large building as may be provided with special janitor service

## (SHORT COURSES IN AGRICULTURE)

(Sanitary Science, Etc.)

*Unclassified*

Assistant, Instructing

Instructor in Military Work, Assistant

Assistant in Sanitary Science

Instructor in Rural Engineering

Commandant (Military Department)

Instructor in Vegetable Gardening

Director

Lecturer

Instructor

Lecturer in Sanitary Science

Instructor, Assistant

Professor, Assistant

Instructor in Agronomy and Farm Manager

Professor in Chemistry

Instructor in Animal Husbandry

Professor of Dairy Husbandry

Instructor in Dairy Husbandry

Professor of Education

Instructor in Education

Professor of Electrical Engineering

Instructor in Engineering Department

Professor of Engineering, Assistant

Professor of Hygiene and Sanitation

Instructor in Garden Practice

*Competitive Class*

Cleaner and Helper

Clerk-Stenographer, Senior

Clerk-Stenographer

Editor, Assistant

Clerk-Stenographer, Junior

Swineherd

*Non-Competitive Class**Character of Services*

Farmer

Performing and supervising the work of cultivating the soil, raising vegetables and other products, caring for live stock and farm implements, etc.

Farm Hand (4)

General farm and garden work, under supervision

Florist's Helper

Assisting florists in greenhouses or garden in the propagation and care of plants, and performing other related work as assigned

Janitor (1)

Assuming responsibility for and performing the cleaning, maintenance and repair work of such part of the building as may be provided with special janitor service

Swineherd (1)  
(Low salary)

Supervising the work of raising, feeding and caring for hogs

## (SUMMER SESSIONS)

*Unclassified*

Director

*Competitive Class*

Clerk-Stenographer

Junior Clerk-Stenographer

## COLLEGE FOR WOMEN

*Unclassified*

Assistant in Botany  
 Dean  
 Instructor in Music  
 Lecturer in Bacteriology  
 Professor of Botany, Assistant  
 Professor in Chemistry  
 Professor of Elocution  
 Professor of English  
 Professor of English, Assistant  
 Professor of German  
 Professor of Greek  
 Professor of History  
 Professor of History, Associate  
 Professor of History of Education

Professor of Latin  
 Professor in Mathematics  
 Professor in Mathematics, Assistant  
 Professor of Physical Education  
 Professor of Plant Pathology  
 Professor of Physics, Assistant  
 Professor of Romance Languages,  
 Assistant  
 Professor of Romance Languages,  
 Associate  
 Professor of Romance Languages  
 Registrar  
 Registrar, Assistant

*Competitive Class*

Clerk-Stenographer, Junior

*Non-Competitive Class*

Assistant in Chemistry

*Character of Services*

Making chemical and bacteriological analyses and examinations of water supplies; making examinations of fertilizers, insecticides and food-stuffs; making analyses of dairy products, such as milk and butter, ice cream, and other foods and drugs submitted by inspectors; giving court testimony in cases of adulteration; and performing other laboratory and clerical work as required

Cleaner and Helper (1)

Sweeping, dusting, scrubbing and polishing, and performing other work, under supervision in the maintenance of cleanliness in and around public buildings; assisting in the moving of furniture and departmental supplies and performing other duties as assigned

Janitor (2)

Assuming responsibility for and performing the cleaning, maintenance and repair work of a minor building, or such part of a large building, as may be provided with special janitor service

Supervisor of Dormitories (1)	Having charge of the dormitories of the Women's College; keeping them in a clean and sanitary condition; directing the work of employes in the lower grades; requisitioning the necessary supplies and performing other related work as required
Watchman	Guarding public buildings and other property from theft, fire, injury or other danger during a definite period or watch; tending or banking furnace fires; maintaining the temperature of interior premises when required; answering telephone and performing other related work as required

## NEW JERSEY AGRICULTURAL EXPERIMENT STATION

*Unclassified*

Assistant to Director	Home Demonstration Agent
Associate in Station Administration	Home Demonstration Agents, Assistant State Leader of
Clerk-Stenographer, Senior	Instructor in Garden Practice
Extension Specialist	Instructor in Animal Husbandry
Extension Specialist in Dairy Husbandry	Leader, State (club work)
Extension Specialist in Dairying, Assistant	Leader, Assistant State
Extension Specialist in Dairy Husbandry, Assistant	Managers Board of Leaders, County Club
Extension Specialist in Fruit-Growing	State Leader, Boys and Girls Club Work
Extension Specialist in Market-Gardening	Superintendent, Assistant County
Extension Specialist in Nutrition	Superintendent, County
Extension Specialist in Poultry Husbandry	Superintendent of Farm, County
Extension Specialist in Soil Fertility	Superintendent of Farm Demonstration, County
Home Demonstration Agents, State Leader of	Superintendent of Farm Demonstration, Associate State
	Superintendent of Farm Demonstration, State

*Exempt Class*

Chief (Division of Dairy Husbandry)

Chief (Division of Poultry Husbandry)

*Reason for Exemption*

The occupant of this position also holds a similar position at the College, so that he is called upon to act in a dual capacity

The occupant of this position acts in a dual capacity, being also engaged as a teacher at Rutgers College, and is paid partly from State funds and partly from college funds

Director (New Jersey Experiment Station)

Same person fills the positions of Director of State Experiment Station, Agricultural Experiment Station and Dean of the Department of Agriculture of Rutgers College. The position is therefore a triple one and the compensation from three sources, two independent of State control, and a Civil Service Examination is therefore impracticable

Entomologist, State

The occupant thereof has to act in a dual capacity as State Entomologist and entomologist at the Experiment Station at New Brunswick, and furthermore expert qualifications were needed to fill the position, so that a Civil Service Examination would be impracticable

Principal Clerk and Secretary Treasurer to Board of Managers

Secretary of Board, Section XIII  
(3) Ch. 156, P. L. 1908

#### *Competitive Class*

Assistant, Laboratory  
Bacteriologist  
Chemist  
Chemist, Junior  
Chemist, Senior  
Chemist, Soil  
Chief (Division of Horticulture)  
Clerk  
Clerk, File  
Clerk, Junior  
Clerk, Senior  
Clerk, Statistical  
Clerk-Stenographer  
Clerk-Stenographer, Junior  
Clerk-Stenographer, Senior  
Clerk-Typist, Junior  
Dairyman  
Dairyman, Head  
Editor, Assistant  
Editor and Librarian  
Entomologist, Assistant  
Floriculturist  
Florist  
Foreman of Egg-Laying Contest  
Foreman of Egg-Laying Contest, Assistant  
Gardener  
Greenhouse Foreman

Inspector of Creameries  
Inspector of Fertilizer  
Inspector, Mosquito Extermination  
Janitor  
Librarian, Departmental  
Orchardman  
Orchardman, Assistant  
Plant Pathologist, Assistant  
Plant Pathologist, Junior Assistant  
Pomologist  
Poultryman  
Research Assistant, Poultry  
Research Assistant, Soils Department  
Rose Culturist  
Specialist, Cranberry  
Specialist, Dairy Husbandry  
Specialist, Poultry Research  
Specialist, Seed Test  
Superintendent of Experimental Farm  
Superintendent (Egg-Laying and Breeding Contest)  
Swineherd  
Telephone Operator  
Tester, Seed  
Watchman

#### *Non-Competitive Class*

Assistant in Farm Management (1)  
Biologist, Junior

#### *Character of Services*

Assisting the manager in the operation of the farm  
Assisting in the Research and Experimental Work in the Propagation, Cultivation and Care of Plants, etc.

Caretaker	Cleaning, etc.
Chief (Division of Agronomy) (1)	Directing the work of the Division of Agronomy
Cleaner and Helper (2)	Sweeping, dusting, scrubbing, polishing, assisting in the moving of furniture and departmental supplies, etc.
Clerk-Stenographer (Part-time)	Stenographic and clerical work
Farm Hand (17)	Performing general farm and garden work under supervision
Field Assistant in Soil Survey	Assisting in field work, classifying and mapping soils, etc.
Foreman, Field Crops (2)	Performing general inspection of crops, placing of crops, etc.
Helper, Dairyman's	Feeding, cleaning and caring for dairy stock; milking, caring for milk, etc.
Helper, Florist's (1)	Assisting Florists in greenhouses or garden in the propagation and care of plants and performing other related work as assigned
Helper, Poultryman's (6)	Assisting in the raising, feeding and care of poultry
Horticulturist Department, Assistant Housekeeper (1)	Assisting Horticulturist
	Performing general house-work, including the care and maintenance of a definitely assigned portion or division of the institution; preparing and cooking food for persons assigned thereto, and performing other housekeeping work as required
Janitor (Incumbent paid 6 months from Federal Funds and 6 months from State Funds) (1)	Assuming responsibility for and performing the cleaning, maintenance and repair work of a minor building, or such part of a large building as may be provided with special janitor service
Librarian, Departmental (Part-time) (1)	Having charge of the library
Olericulturist (1)	Performing research and experimental work in the propagation, cultivation and care of vegetables
Patrol Attendant (3)	Traversing the grounds and keeping order
Pomologist (1)	Directing, under the Chief (Division of Horticulture) research and experimental work in orchard and small fruit cultivation
Pomologist, Assistant (2)	Assisting in experimental work either at the Experiment Station or in the field connected with the cultivation of fruits; exercising direct supervision when required over the actual work of fruit cultivation, and keeping experimental and other records connected with the work
Specialist, Animal Husbandry	Performing research and experimental work in the raising, feeding and care of farm animals

Specialist, Consulting Seed Test (1)	Directing the testing of farm crops and flower seeds; to verify the State testing work of subordinates; advising and instructing residents of the State of New Jersey concerning seeds and weeds; attending conferences, meetings and conventions relative to enforcement of the laws concerning seeds and to prepare or supervise the preparation of records, reports, bulletins, circulars and other publications concerning weeds and seeds
Specialist, Dairy Husbandry (1)	Performing research and experimental work in dairy management and development, recording and reporting upon such work, and overseeing the actual dairy work connected with such research and experimental work when required
Statistician (1)	To collect and compile statistical information relative to the activities of all municipal departments; to prepare graphs, statements or reports from such information; to interpret such statistics in terms of work accomplished and of departmental efficiency; to make special surveys as directed and to perform other related work as required

## STATE ATHLETIC COMMISSION

*Unclassified*

Commissioner

Secretary

## ATTORNEY GENERAL

*Unclassified*

Attorney-General

<i>Exempt Class</i>	<i>Reason for Exemption</i>
First Assistant Attorney General	Deputy or First Assistant, Section XIII (1), Chapter 156, P. L. 1908
Legal Assistant to Attorney General, Chief	Legal Assistant of Law Department, Section XIII (2), Chapter 156, P. L. 1908
Legal Assistant to Attorney General, Senior	Legal Assistant of Law Department, Section XIII (2), Chapter 156, P. L. 1908
Second Assistant Attorney General	Legal Assistant of Law Department, Section XIII (2), Chapter 156, P. L. 1908

*Competitive Class*

Clerk, Junior	Clerk-Stenographer, Senior Law
Clerk-Stenographer	Office Boy
Clerk-Stenographer, Junior	Secretary and Senior Law Clerk-
Clerk-Stenographer, Law	Stenographer

## DEPARTMENT OF BANKING AND INSURANCE

*Unclassified*

Commissioner

*Exempt Class**Reason for Exemption*

Chief, Compensation Rating and Inspection Bureau	A Civil Service examination would not be practicable
Deputy Commissioner (Banking and Insurance)	Deputy, Section XIII (1), Chapter 156, P. L. 1908
Examiner, Bank	Examination not practicable. Position of a very confidential character
Examiner, Insurance	Examination not practicable. Position of a very confidential character
Examiner, Senior Bank	Examination not practicable. Position of a very confidential character
Insurance Examiner and Actuary	Examination not practicable. Position of a very confidential character
Special Examiner and Actuary (Life Insurance)	Examination not practicable. Position of a very confidential character

*Competitive Class*

Auditor, Banking and Insurance	Clerk, Statistical
Auditor, Building and Loan Associations	Clerk, Statistical (Principal)
Bookkeeper and Accountant	Clerk, Statistical (Senior)
Chief, Building and Loan Division	Clerk-Stenographer
Chief, Bureau of Banking and Insurance	Clerk-Stenographer, Junior
Clerk	Clerk-Stenographer, Senior
Clerk, Junior	Clerk-Typist, Junior
Clerk, Senior	Examiner, Building and Loan Association
	Investigator

## BOARD OF BAR EXAMINERS

*Exempt Class**Reason for Exemption*

Bar Examiner	In view of the impracticability of holding an examination for this position
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## COMMISSION FOR AMELIORATING THE CONDITION OF THE BLIND IN NEW JERSEY

*Unclassified*

Commissioner

*Exempt Class**Reason for Exemption*

Chief Executive Officer	Civil Service examination would not be practicable
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*Competitive Class*

Clerk-Bookkeeper  
 Clerk, Junior File  
 Clerk, Sales  
 Clerk, Stenographer  
 Clerk, Stock

Clerk-Typist, Junior  
 Nurse, Field  
 Secretary, Field  
 Superintendent and Secretary  
 Teacher of Occupational Subjects

*Non-Competitive Class*

Caretaker (1)  
 Clerk, Junior

Guide (4)

Teacher of Occupational Subjects (1)

*Character of Services*

Cleaning, etc.  
 Performing, under supervision, prescribed routine clerical work  
 Guiding teachers of occupational subjects in their traveling and assisting them in any way that is needed  
 Teaching the tuning of pianos

## INTERSTATE BRIDGE AND TUNNEL COMMISSION

*All unclassified*

## BURIAL OF DEAD BODIES THROWN UPON THE SHORES OF THE STATE BY SHIPWRECK

*Unclassified*

Member of Commission

*Non-Competitive Class*

Caretaker (State Burial Grounds) (3)

*Character of Services*

Burial of bodies, care of graves

## CHANCERY REPORTER

*Exempt Class*

Chancery Reporter

*Reason for Exemption*

Special training and qualifications required. Not readily determined by examination

## CIVIL SERVICE COMMISSION

*Unclassified*

Member of Commission

*Exempt Class*

Chief Examiner and Secretary

*Reason for Exemption*

Consolidation of two positions, one in the exempt class and one in the competitive class  
 Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Medical Examiner

*Competitive Class*

Chief Examiner, Assistant	Clerk-Stenographer, Senior
Civil Service Examiner	Clerk and Registrar, Principal
Civil Service Examiner, Senior	Clerk-Typist
Clerk	Clerk-Typist, Junior
Clerk and Computer	Office Boy
Clerk, Departmental Account	Registrar of Labor
Clerk, Principal	Registrar of Labor and Clerk
Clerk-Stenographer	Secretary to Civil Service Commission, Assistant
Clerk-Stenographer, Junior	

*Non-Competitive Class*

Registrar of Labor (2)  
 Registrar of Labor and Clerk (low salary) (1)

Special Examiner (1)

*Character of Services*

Registering laborers  
 Receiving applications from laborers for registration on labor lists and certifying such laborers to departments requiring them; checking payrolls of laborers; assisting at examinations, and performing other related work as required  
 Under the Chief Examiner, formulating, conducting and rating examinations on special, professional or technical subjects requiring expert or special training

## CLERK IN CHANCERY

*Unclassified*

Clerk in Chancery

*Exempt Class*

Chief Clerk

*Reason for Exemption*

If and when so designated under Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Clerk	Clerk, Taxing
Clerk, Assistant Chief	Clerk, Senior Taxing
Clerk, Departmental Account	Clerk-Bookkeeper
Clerk, Docket and Court	Clerk-Bookkeeper, Junior
Clerk, Execution	Clerk-Bookkeeper, Senior
Clerk, Principal Docket and Court	Clerk-Stenographer
Clerk, Law	Clerk-Stenographer, Senior
Clerk, Senior Docket and Court	Clerk-Typist
Clerk, Index	Clerk-Typist, Junior
Clerk, Junior	Enroller
Clerk, Senior	

## CLERK OF THE SUPREME COURT

*Unclassified*

Clerk of the Supreme Court

*Competitive Class*

Clerk	Clerk, Senior Docket and Court
Clerk, Head (Litigation Division)	Clerk-Bookkeeper, Senior
Clerk, Head (Search Division)	Clerk-Stenographer
Clerk, Junior	Clerk-Typist
Clerk, Principal Document and Court	

## BOARD OF COMMERCE AND NAVIGATION

*Unclassified*

Director	Special Counsel
Member of Board	

*Exempt Class*

Consulting Engineer

*Reason for Exemption*

Impracticable to fill through a competitive examination

*Competitive Class*

Clerk, Principal	Engineer, Assistant
Clerk-Stenographer	Engineer, Assistant Chief
Clerk-Stenographer, Senior	Engineer, Assistant Civil
Clerk-Typist	Engineer, Senior Assistant
Draughtsman, Chief Topographical	Inspector of Power Vessel Equipment
Draughtsman, Engineering	Inspector of Waterways
Draughtsman, Senior	

*Non-Competitive Class*

Gasoline Engineman and Helper (1)

*Character of Services*

Operating and making minor repairs to gasoline engines

## COMPTROLLER

*Unclassified*

Comptroller

*Exempt Class*

Deputy State Comptroller

*Reason for Exemption*

Deputy, Section XIII (1), Chapter 156, P. L. 1908

*Competitive Class*

Auditor	Clerk-Bookkeeper, Senior
Auditor, Chief	Clerk-Stenographer
Auditor, Senior	Clerk-Stenographer, Junior
Clerk	Clerk-Stenographer, Senior
Clerk, Head	Clerk-Typist
Clerk, Junior File	Clerk-Typist, Junior
Clerk, Senior	Head Clerk-Deputy Comptroller
Clerk-Bookkeeper, Head	Office Boy
Clerk-Bookkeeper, Principal	Secretary and Requisition Clerk

## COMPTROLLER (TRANSFER INHERITANCE TAX BUREAU)

*Exempt Class*

State Supervisor

*Reason for Exemption*

The efficient administration of the Transfer Inheritance Tax Law required the retention of the incumbent, so that, in view of the peculiar circumstances brought about by legislation in this matter, the Civil Service Commission decided that a competitive examination would be impracticable. (Exempt only during incumbency of present occupant)

*Competitive Class*

Clerk  
Clerk, Inheritance Tax  
Clerk, Head Inheritance Tax  
Clerk, Principal Inheritance Tax  
Clerk, Senior Inheritance Tax  
Clerk-Stenographer  
Clerk-Stenographer, Junior

Clerk-Stenographer, Senior  
Clerk-Typist  
Clerk-Typist, Junior  
Investigator, Inheritance Tax  
Investigator, Special  
Supervisor, District

## DEPARTMENT OF CONSERVATION AND DEVELOPMENT

*Unclassified*

Director

Member of Board

*Exempt Class*

Geologist, Consulting

*Reason for Exemption*

Examination not practicable. Largely teachers in universities employed on a per diem basis and secured in co-operation with the United States Geological Survey. Engaged to study special problems

*Competitive Class*

Agent, Publicity  
Caretaker  
Chemist, Senior Testing  
Chief of Land Registry Bureau  
Chief of Testing Laboratory  
Classifier, Soil  
Classifier, Assistant Soil  
Classifier, Junior Soil  
Classifier, Senior Soil  
Cleaner and Helper  
Clerk, Departmental Account  
Clerk, Junior  
Clerk-Stenographer  
Clerk-Stenographer, Junior  
Clerk-Stenographer, Senior  
Clerk-Typist  
Curator

Curator, Assistant  
Engineer, Consulting  
Engineer, Hydraulic  
Engineer, Testing  
Examiner of Water Supply Projects  
Fire Warden, Division  
Forester, Deputy Assistant State  
Forest Ranger  
Geologist, Assistant State  
Geologist, State  
Janitor  
Museum Worker  
Office Boy  
State Fire Warden, Chief Assistant  
State Fire Warden and Assistant Forester

*Non-Competitive Class*

Forest Fire Watcher (4)

Forest Reserve Ranger (4)

Stream Gage Observer (1)

*Character of Services*

Keeping watch from stations for the purposes of reporting the condition of property in forest reserves; to report forest fires, etc. Patrolling reserves in an assigned forest range district of the State in order to prevent, control and extinguish forest fires, etc.

To observe and record stream gage readings and to perform other related work as required

## COURT OF CHANCERY

*Unclassified*

Chancellor

Vice-Chancellor

*Exempt Class*

Advisory Master

*Reason for Exemption*

Examination not practicable. Duties purely judicial and requiring qualifications not readily determined by examination

Clerk-Stenographer, Law

Secretary or Stenographer of Judge, Section XIII (4), Ch. 156, P. L. 1908

Court Attendant

Examination not practicable. Position of a very confidential character, and should be filled by personal choice of Vice-Chancellors

Court Attendant and Law Clerk-Stenographer

Examination not practicable. Position of a very confidential character, and should be filled by personal choice of Vice-Chancellors

Stenographer, Court

Secretary or Stenographer of Judge, Section XIII (4), Ch. 156, P. L. 1908

## DISTRICT COURT

*Unclassified*

Judge

*Competitive Class*

Clerk

Interpreter

Clerk, Assistant

Office Boy

Clerk, Deputy

Sergeant-at-Arms

Constable

Sergeant-at-Arms, Assistant

Detective

Stenographer and Typewriter

*Non-Competitive Class*

Cleaner (1) (First Judicial District of Hudson County)

*Character of Services*

Custodian, Elizabeth

Cleaning  
Sweeping, dusting and cleaning Court House

Sergeant-at-Arms (Third Judicial District of Morris County) (1)

Attending sessions of court; having custody and keeping record of court papers and briefs; requisitioning for supplies for the court; keeping court room in order, etc.

## COURT OF ERRORS AND APPEALS

*Unclassified*

Justice

*Exempt Class**Reason for Exemption*

Court Attendant

Examination not practicable. Position of a very confidential character, and should be filled by personal choice of Vice-Chancellors

Court Attendant and Docket and Calendar Clerk

Examination not practicable. Position of a very confidential character, and should be filled by personal choice of Vice-Chancellors, and because service performed by same person who acts as Court Attendant in Court of Chancery, Court of Errors and Appeals and Supreme Court

## COURT OF PARDONS

*Exempt Class**Reason for Exemption*

Executive

Clerk of Department Section, XIII  
(3), Ch. 156, P. L. 1908

Clerk of the Court of Pardons

## SUPREME COURT

*Unclassified*

Associate Justice

Circuit Court Justice

Chief Court Justice

Supreme Court Justice

Chief Justice

*Exempt Class**Reason for Exemption*

Court Attendant

Examination not practicable. Position of a very confidential character, and should be filled by personal choice of Vice-Chancellors

Law Reporter

Special training and qualifications required. Not readily determined by examination

*Non-Competitive Class**Character of Services*

Court Attendant (1)

Attending sessions of court; having custody and keeping records of court papers and briefs; requisitioning for supplies for the court; keeping the court-room in order, etc.

SUPREME COURT CIRCUIT, CIRCUIT AND COUNTY COURTS  
AND JUVENILE COURTS*Unclassified*

Judge	Morgue Keeper (Court of Common Pleas)
Members of Board of Excise (Union County)	Secretary to Judge (Chapter 24, P. L. 1921)

*Exempt Class**Reason for Exemption*

Court Crier (Supreme and Circuit Courts of Passaic County)	Provided for under Chapter 132, Laws of 1914
Court Stenographer, County Courts	A competitive examination would be impracticable, as the court stenographers officiate in several counties and receive their compensation from different counties

*Competitive Class*

Assistant, Clerical	Interpreter
Assistant (Court of Quarter Sessions)	Interpreter, Hungarian and Slavish Languages (Common Pleas)
Attendant, Court (Juvenile Court)	Interpreter, Italian (Common Pleas)
Bookkeeper, Common Pleas (county position)	Interpreter, Polish and Russian (Common Pleas)
Clerk, Assistant (Juvenile Court)	Probation Officer
Clerk to Grand Jury	Probation Officer, Assistant
Clerk, Junior, Common Pleas	Probation Officer, Chief
Clerk and Office Assistant, Common Pleas (county position)	Probation Officer, Second Assistant
Clerk and Stenographer (Common Pleas)	Probation Officer, Senior Assistant
County Adjuster	Sergeant-at-Arms, Circuit Court
Court Crier (Common Pleas)	Sergeant-at-Arms, Common Pleas
Court Crier (Supreme Court Circuit)	Sergeant-at-Arms, Supreme Court Circuit
Court Crier and Sergeant-at-Arms (Common Pleas)	Stenographer
	Special Officer

*Non-Competitive Class**Character of Services*

Probation Officer (1) (Cumberland County) (\$150 per year)	Exercising supervision over offenders whose sentence is suspended
Probation Officer (1) (Salem County)	Exercising supervision over offenders whose sentence is suspended

## NEW JERSEY STATE COUNCIL OF DEFENSE

*Exempt Class**Reason for Exemption*

Secretary	Secretary of Board, Section XIII (3)
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*Competitive Class*

Clerk-Stenographer	Clerk-Typist, Junior
Clerk-Stenographer, Junior	

## STATE BOARD OF EDUCATION

*Unclassified*

Stenographer (Smith-Hughes Act)

*Competitive Class*

Chief of Bureau of Information

*Non-Competitive Class**Character of Services*

Clerk-Stenographer (part time) (1) Stenographic and clerical work

## NEW JERSEY STATE VILLAGE FOR EPILEPTICS

*Unclassified*

Managers, Board of

Superintendent

*Exempt Class**Reason for Exemption*

Dentist

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

Interne

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

Internist, Clinical

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

Resident Physician, Junior

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

Resident Physician, Senior

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

Roentgenologist

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

Secretary to Superintendent

Secretary of Principal Executive  
Officer, Section XIII (4), Chapter  
156, P. L. 1908*Competitive Class*

Blacksmith

Engineman-in-Charge

Blacksmith and Wheelwright

Eugenic Research and Field Worker

Clerk-Bookkeeper, Principal

Farmer

Chauffeur

Farmer, Head

Clerk

Foreman of Repairs

Clerk, Junior

Nurse, Graduate

Clerk, Principal

Nurse, Head Graduate

Clerk, Stock

Plumber

Clerk-Bookkeeper

Seamstress, Senior

Clerk-Stenographer

Shoemaker

Clerk-Stenographer, Junior

Steward

Clerk-Typist

Storekeeper

Dairyman

Supervisor

Dietitian

Supervisor, Senior Occupational

Elementary Teacher

Teacher of Occupational Subjects

Engineman, Assistant

Teacher, Principal



*Non-Competitive Class**Character of Services*

Attendant (39)	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties, etc.
Butcher (1)	Slaughtering, dressing, trimming and preparing meats, poultry and fish for cooking; supervising the work of Assistant Butchers, etc.
Carpenter (1)	Constructing or repairing wooden buildings or wooden parts of other structures; repairing furniture; shingling roofs; supervising the work of Carpenters' Helpers, etc.
Coal Passer	Hauling coal, removing ashes and assisting Fireman in the institution in fires, keeping the boiler room in order and performing other related work as assigned
Cook (5)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Dairyman	Feeding, cleaning and caring for dairy stock; milking, caring for and testing milk
Deliveryman (1)	Delivering goods from station and State Purchasing Department to the Institution and among the Departments of the Institution; hauling coal, ashes, etc.; being responsible for teams and machines being used, and to perform other related work as required
Dining-Room Maid (1)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Farmer, Head	Directing and being responsible for all employes and the entire work of a large State farm
Farm Hand (18)	Performing general farm and garden work, under supervision
Fireman and Helper (2)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.
Gardener (1)	Performing or supervising the work of propagating, cultivating, harvesting and storage of vegetables and the cultivation of open gardens of flowering and other ornamental plants
Garden Hand (1)	Preparing the land and plats; planting and caring for vegetables, flowers and shrubbery; harvesting and storing garden crops, etc.
Helper, Dairyman's	Performing, under supervision, simple tasks about the dairy barn;

	feeding, cleaning and caring for dairy stock; milking; caring for milk; storing feed; cleaning stables, etc.
Housekeeper (4)	Performing general housework, including the care and maintenance of a definitely-assigned portion or division
Housekeeper, Head	Directing all of the housework
Laborer, Institutional (7)	Performing under supervision routine unskilled manual labor
Laundry Worker (2)	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior	Supervising the work of the Laundry
Mason (1)	Laying bricks and stone; repairing brick and stone work; laying cement; supervising the work of Mason's Helpers, etc.
Milk Tester (1)	Visiting the various State herds and making tests of quality and quantity of milk produced; preparing and submitting reports of tests made; doing laboratory work in connection with milk test and performing other related work as required
Painter (2)	Mixing and applying paints, stains, varnishes and enamels; hanging wall paper and glazing windows; supervising the work of Painters' Helpers, etc.
Poultryman (1)	Performing and supervising the work of raising, feeding and caring for poultry
Plumber (1)	Installing piping for gas, water, waste, soil and vent lines; cutting and fitting pipes; to replace old pipes with new ones; fitting water and waste pipes; supervising the work of Plumber's and Steamfitter's Helpers, and performing other related work as required
Repairman, Institutional (1)	Making simple repairs and performing other assigned tasks or assisting skilled workmen on institutional repair work
Seamstress (2)	Sewing, making and repairing house linen and clothing
Teacher, Elementary	Teaching of elementary school subjects (1st to 8th grade)
Teacher, Kindergarten (1)	Instructing children who are of the age and capacity for kindergarten work
Teacher of Instrumental Music (1)	Teaching of instrumental music
Teacher, Physical Training (1)	Teaching of Physical Training
Teacher, Sense Training and Vocational (1)	Developing in sub-normal and epileptic children motor activity through sense stimulation
Teacher, Vocal Music (1)	Teaching the art and practice of vocal music
Telephone Operator (3)	Operating switchboard

## EXECUTIVE DEPARTMENT

*Unclassified*

Governor

Secretary to the Governor

*Exempt Class**Reason for Exemption*

Assistant Secretary to the Governor

Position confidential in character, and properly subject to personal selection of the Governor

Executive Clerk

Position of a confidential character, and properly subject to personal selection of the Governor

*Competitive Class*Clerk, Principal  
Clerk-Stenographer

Clerk-Stenographer, Senior

## COLONY FOR FEEBLE-MINDED MALES (NEW LISBON)

*Unclassified*

Managers, Board of

Superintendent

*Exempt Class**Reason for Exemption*

Clerk-Stenographer, Senior

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*Carpenter  
Clerk-Typist  
Clerk-Typist, Junior  
FarmerFarmer, Head  
Superintendent, Assistant  
Supervisor*Non-Competitive Class**Character of Services*

Attendant (1)

Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of the inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties

Carpenter (2)

Constructing or repairing wooden buildings; repairing furniture; shingling roofs; supervising the work of Carpenters' Helpers; caring for tools and equipment, and performing other related work as required

Cook (1)

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Driver and Stableman (1)	Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles, making minor repairs to such equipment, etc.
Engineman, Assistant (1)	Operating engines, boilers, dynamos, motors, pumps, elevator machines, laundry machinery or ice machinery in a State institution during a given period or watch; making minor repairs and performing other related work as required
Fireman and Helper	Taking care of and cleaning boilers, pumps, machinery and boiler room; making minor repairs, etc.
Housemaid (2)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Laundry Worker (1)	Performing, under the direction of others, hand or machine laundering
Repairman, Institutional (1)	Making simple repairs, and performing other assigned tasks, or assisting skilled workman on institutional repair work
Seamstress (1)	Sewing, making and repairing house linen and clothing
Supervisor (1)	Supervising and inspecting the work of attendants, and assisting in the reception and assignment of patients and inmates, and to perform other duties as required
Watchman (1)	Guarding public buildings and other property from theft, fire, injury or other danger during a definite period or watch; tending or banking furnace fires; maintaining the temperature of interior premises when required; answering telephone, and performing other related work as required

COLONY FOR FEEBLE-MINDED MALES (WOODBINE)

*Competitive Class*

Clerk-Bookkeeper, Senior  
Clerk-Stenographer

Repairman, General

*Non-Competitive Class*

Attendant (2)

*Character of Services*

Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties

Cook (1)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Engineman-in-Charge (1)	Supervising the work with respect to the operation and maintenance of the power plant, heating plant and other mechanical equipment
Fireman and Helper	Maintaining proper pressure and proper water level in boilers; taking care of and cleaning boilers, pumps, machinery and boiler room; making minor repairs on boiler room equipment; assisting in the moving of coal and ashes, and performing other related work as required
Housemaid (1)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Watchman (1)	Guarding buildings and other property from fire, theft or other injury or danger during a definite period or watch; to tend fires, etc.

### HOME FOR THE CARE AND TRAINING OF FEEBLE-MINDED WOMEN

#### *Unclassified*

Managers, Board of	Superintendent
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Administrative Assistant	Secretary to Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Resident Physician	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Secretary and Treasurer	Secretary to Board and Member of Board of Managers for a fixed term as Acting Treasurer

#### *Competitive Class*

Butcher	Farmer
Carpenter	Farmer, Head
Chauffeur	Foreman of Repairs
Clerk, Institutional Account	Helper, Carpenter's
Clerk, Junior	Housekeeper
Clerk-Stenographer	Instructor, Knitting
Clerk-Stenographer, Junior	Nurse, Graduate
Clerk-Stenographer, Senior	Nurse, Special Psychologist
Clerk-Typist, Junior	Supervisor
Dairyman	Teacher of Music
Dietitian	Teacher, Principal
Engineman-in-Charge	Truck Driver
Eugenic Research and Field Worker	

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Attendant (28)	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties
Attendant, Supervising	Supervising and inspecting the work of attendants; assisting in the reception and assignment of patients or inmates, etc.
Bookkeeper (evening work) (1)	Making simple entries of accounting information in permanent cash books, journals, records or postings into ledgers; balancing or adjusting accounts, preparing statements or bills; preparing accounting, statistical or financial reports, and performing incidental clerical work as assigned
Clerk, Junior (1)	Performing, under supervision, prescribed routine clerical work, assisting in the preparation of requisitions, payrolls and bills, wrapping and mailing forms, blanks and pamphlets, keeping postage accounts, and performing other related work as assigned
Clerk, Stock (1)	Receiving, storing and issuing on approved requisitions materials, supplies and equipment; assisting in keeping records, etc.
Coal Passer (2)	Hauling coal, removing ashes and assisting the fireman
Cook (2)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Deliveryman (1)	Delivering goods from the station and State Purchasing Department to State Institutions, and among the departments of the institutions, hauling coal, ashes, etc., being responsible for teams and machines being used, and to perform other related work as required
Dietitian, Assistant (1)	Directing and being responsible, under the Dietitian, for the work of scientifically regulating the diet in the institution for hygienic or therapeutic purposes; to have charge of food supplies and account for same, and to perform other related technical or household work as required
Farm Hand (2)	Performing general farm and garden work, under supervision

Fireman and Helper (4)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.
Helper, Carpenter's (1)	Performing the work of apprentice, and assisting journeymen in the trade of carpentry
Housekeeper (2)	Performing general housework, including the care and maintenance of a definitely-assigned portion or division
Housekeeper, Senior	Directing and being responsible for the housework
Housemaid	Performing under supervision, routine domestic tasks, such as scrubbing, etc.
Laundry Worker	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior (1)	Supervising the work of the laundry
Plumber	Installing piping for gas, water, waste, soil and vent pipes; replacing old pipes with new ones; fitting water and waste pipes; supervising the work of Plumbers' and Steamfitters' Helpers
Repairman, Institutional (1)	Making simple repairs and performing other assigned tasks or assisting skilled workmen on institutional repair work
Seamstress (1)	Sewing, making and repairing house linen and clothing
Teacher, Elementary (2)	Teaching of elementary school subjects (1st to 8th Grades)
Teacher of Instrumental Music (1) (Low Salary)	Instructing individuals and groups in the technique and practice of such musical instrument or instruments; organizing and directing orchestras and bands; planning and directing concerts; furnishing music for gymnasium exercises, drills, etc., making out orders for musical instruments and music and accounting for the supplies and equipment used; maintaining order; preventing escapes and performing other related work as required
Teacher of Occupational Subjects	Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.
Teacher of Physical Training (1)	Teaching of Physical Training
Teacher Playground	Supervising games and other playground activities, etc.
Watchman	Guarding buildings and other property from fire, theft or other injury or danger during a definite period or watch; tending fires, etc.

## BOARD OF FISH AND GAME COMMISSIONERS

*Unclassified*

## Commissioners

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary	Secretary of Board, Section XIII (3), Ch. 156, P. L. 1908

*Competitive Class*

Biologist, Junior	Protector, Assistant Fish and Game (Northern Section)
Captain, Motor Boat	Protector, Assistant Fish and Game (Southern Section)
Caretaker	Superintendent, Fish Hatchery
Clerk	Superintendent (Game Farm)
Clerk, Departmental Account	Superintendent (Game Farm) As- sistant
Clerk, Junior	Specialist, Publicity
Clerk-Bookkeeper, Senior	Warden
Clerk-Stenographer	
Clerk-Stenographer, Junior	
Gasoline Engineman and Helper	
Protector, Fish and Game	

*Non-Competitive Class*

Clerk-Stenographer (1)  
Clerk-Stenographer, Junior (1)  
(Game Farm)  
Cook (2)

Culturist, Fish

Farm Hand (10)

Gate Tender (State Game Farm)  
(1)

Helper, Fish Hatchery (6)  
Laborer

Watchman (1)

*Character of Services*

Stenographic and Clerical Work  
Stenographic and Clerical Work  
Preparing for table use foods and  
vegetables; keeping cooking uten-  
sils in a clean and sanitary condi-  
tion; having general charge of  
food supplies, etc.  
Performing or supervising the gen-  
eral work in the care of fish, clean-  
ing the pools, grading, grinding  
feed and other work in connec-  
tion with fish culture at a State  
Fish Hatchery  
Performing general farm and gar-  
den work, under supervision  
Operating the gate at the entrance  
to the Game Farm, directing visi-  
tors and other persons making in-  
quiries, and seeing that the gate  
is securely locked at night  
Assisting in the culture of fish  
Performing, under supervision, rou-  
tine, unskilled manual labor  
Guarding buildings and other prop-  
erty from fire, theft or other in-  
jury or danger during a definite  
period or watch; tending fires,  
etc.



## BOARD OF SHELL FISHERIES

*Unclassified*

Director

Members of Board

*Exempt Class**Reason for Exemption*

Publicity Specialist

The position calls for a person with special training and qualifications, so that a competitive examination would be impracticable

Zoologist

In view of the fact that the Federal Government is co-operating with various States to develop the Shell Fish Industry and that the position in question is not to be permanent, although it will be continued for a year or more

*Competitive Class*

Captain, Guard Boat  
Clerk, Senior License  
Clerk-Stenographer

Clerk-Stenographer, Junior  
Engineman, Marine  
Protector, Division

*Non-Competitive Class**Character of Services*

Cook (1)

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Codifier of Laws (1)

Codifying laws relating to the Shell Fish Industry, and performing other clerical work and legal service as required

Engineman, Guard Boat (1)

Operating and keeping in repair gasoline engines and other machinery on guard boat; keeping the electric lighting system of the boat in order; assisting in doing overhauling and repair work and performing other related work as required

Protector, Shell Fisheries (12)

Guarding the State and leased oyster and clam grounds; performing other related protectional work

## BOARD OF CHILDREN'S GUARDIANS

*Unclassified*

Member of Board

*Competitive Class*

Clerk  
Clerk, File  
Clerk, Junior File  
Clerk, Senior  
Clerk-Bookkeeper, Junior  
Clerk-Bookkeeper, Principal  
Clerk-Bookkeeper, Senior  
Clerk-Stenographer

Clerk-Stenographer, Junior  
Clerk-Typist  
Clerk-Typist, Junior  
Investigator, Social  
Investigator, Senior Social  
Social Investigator and Buyer  
Superintendent  
Superintendent, Assistant to

## DEPARTMENT OF HEALTH

*Unclassified*

Director

Member of Board

*Exempt Class**Reason for Exemption*

Consultant (Division of Child Hygiene)

Official who must be a physician, Section XIII (5), Ch. 156, P. L. 1908

*Competitive Class*

Bacteriologist	Inspector, Pasteurizing Plants
Bacteriologist, Senior	Inspector, Special
Captain, Motor Boat	Investigator, Special
Chemist	Laboratory Assistant
Chemist, Junior	Laboratory Assistant, Junior
Chemist, Senior	Nurse, Chief Welfare Extension
Chief (Bureau of Food and Drugs)	Nurse, Child Hygiene
Chief (Bureau of Local Health Administration)	Nurse, District Health
Chief (Bureau of Sanitary Engineering (Inspection))	Office Boy
Chief, (Bureau of Vital Statistics)	Operator, Motion Picture
Chief, Division of Child Hygiene and Nursing	Punch Machine Operator and Stenographer
Chief (Division of General Administration)	Sanitary Engineer, Assistant
Chief of Laboratory of Hygiene and Assistant Director of Health	Sanitary Engineer, Junior
Chief (Medical Supervision, Education and Publicity)	Specialist, Public Health Exhibit
Clerk	Supervisor, Children's Institutions
Clerk, Division of Child Hygiene	Supervisor, Education Extension (Bureau of Child Hygiene)
Clerk, Junior	Supervisor, Education Extension, Assistant
Clerk, Junior File	Supervisor, Institutions and Boarding Houses
Clerk, Principal	Supervisor, Midwives and Midwifery
Clerk, Principal Statistical	Supervisor, Midwives and Midwifery, Assistant
Clerk, Senior	Supervisor, Midwives and Midwifery, District
Clerk, Senior Statistical	Supervisor, Nurses and Consultation Stations
Clerk, Statistical	Supervisor, Nurses and Consultation Stations, Assistant
Clerk-Stenographer	Supervisor, Nurses and Consultation Stations, District
Clerk-Stenographer, Junior	Supervisor, Related Family Problems, District
Clerk-Stenographer, Senior	Supervisor of Teachers of Infant Hygiene
Clerk-Typist	Teacher of Infant Hygiene
Clerk-Typist, Junior	Technician, Junior Laboratory
District Health Officer	
Epidemiologist, Assistant	
Inspector, Animal (Division of Food and Drugs)	
Inspector, Cold Storage	
Inspector, Dairy	
Inspector, Food and Drug	

## STATE HIGHWAY COMMISSION

*Unclassified*

Commissioner

State Highway Engineer

State Engineer

State Highway Engineer, Assistant

*Exempt Class*

Senior Clerk

*Reason for Exemption*Clerk to Commission, Section XIII  
(3), Ch. 156, P. L. 1908*Competitive Class*

Agent, Right of Way	Engineer in Charge of Special Assignments
Assistant, Bridge Construction	Engineer, Junior
Auditor	Engineer, Junior Testing
Auditor and Accountant	Engineer, Project
Blacksmith	Engineer, Right of Way
Bridge Attendant	Engineer, Senior Civil
Bridge Superintendent	Engineer, Senior Testing
Business Agent	Engineer, Testing
Business Agent, Assistant to	Engineman, Drawbridge
Camp Assistant	Engineman, Steam Roller
Carpenter	Enumerator, Traffic
Carpenter Foreman and Assistant of	Foreman, Blasting
Bridge Construction	Foreman, Carpenter
Chauffeur, Administration	Foreman of Bridges and Structures
Chemist, Testing	Foreman of Maintenance
Chemist, Junior Testing	Foreman of Maintenance, Assistant
Clerk and Stenographer, Contract	Foreman of Road Construction
Clerk, Contract	Foreman of Road Construction, Assistant
Clerk, Cost	Guard, Road
Clerk, Junior	Helper, Garage
Clerk, Junior File	Inspector, Bridge Construction
Clerk, Material	Inspector, Highway Construction
Clerk, Principal Stock	Inspector, Maintenance
Clerk, Senior	Inspector, Material
Clerk, Senior Cost	Laboratory Assistant
Clerk-Bookkeeper	Mechanic, Supervising
Clerk-Bookkeeper and Secretary,	Office Boy
Principal	Operator, Crane
Clerk, Principal	Operator, Steam Shovel
Clerk-Stenographer	Operator, Telephone
Clerk-Stenographer, Junior	Paymaster
Clerk-Stenographer, Senior	Repairman, Mechanical
Clerk, Stock	Rodman
Clerk-Typist	Secretary and Head Clerk
Concrete Mixer Operator	Secretary and Head Clerk, Assistant to
Designer, Bridge	Secretary to State Highway Engineer
Detailer	Superintendent of Bridge Construction
Draughtsman	Superintendent of Maintenance
Draughtsman, Bridge	Superintendent of Maintenance, Assistant
Draughtsman and Designer, Bridge	Supervisor of Equipment
Draughtsman, Engineering	Supervisor of Equipment, Assistant
Draughtsman, Senior	Supervisor of Gravel Maintenance
Driver, Truck	Supervisor of State Convict Labor
Engineer, Assistant Civil	Supervisor of State Convict Labor, Assistant
Engineer, Assistant Division Highway	
Engineer, Designing Bridge	
Engineer, Division Highway	
Engineer in Charge of Construction Division	
Engineer in Charge of Construction Division, Assistant	

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Gravel Patrolman (41)	Hauling and spreading gravel; traversing assigned roads for the purpose of reporting those which are not in good order
Janitor (1)	Assuming responsibility for and performing the cleaning, maintenance and repair work of a minor building or such part of a large building as may be provided with special janitor service
Maintenance Man (2)	Performing miscellaneous maintenance work; building and repairing and painting guard rail; banding poles with typical highway designation; erecting concrete posts and placing thereon danger and direction signs; repairing culverts and bridges; helping on snow ploughs; doing emergency pavements, repairs, and performing other related work as required

## STATE HOME FOR BOYS

*Unclassified*

Managers, Board of	Superintendent
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chaplain	Examination is impracticable
Chaplain, Visiting	Examination is impracticable
Dentist	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Physician, Resident	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Physician, Visiting	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Superintendent, Deputy (correctional)	Inasmuch as the person appointed acts as the Superintendent's Deputy or First Assistant, and would act generally in the place of the Superintendent when he was absent, so that his duties would be similar to a Deputy or First Assistant

*Competitive Class*

Baker	Clerk-Stenographer
Blacksmith, Officer	Clerk-Stenographer, Junior
Carpenter	Dairy Officer
Carpenter, Officer	Director of Athletics, Entertainments and Playgrounds
Chauffeur	Electrician
Clerk	Engineman, Assistant
Clerk-Bookkeeper	Engineman-in-Charge
Clerk-Bookkeeper, Principal	

Farm Manager  
 Farm Superintendent (Farm Officer)  
 Field Parole Officer  
 Field Parole Officer, Senior  
 Garden Officer  
 Industrial Officer, Blacksmith  
 Industrial Officer, Butcher  
 Industrial Officer, Carpenter  
 Industrial Officer, Dairy  
 Industrial Officer, Farmer  
 Industrial Officer, Mason  
 Industrial Officer, Plumber  
 Instructor, Farmer  
 Mason Officer  
 Matron  
 Nurse, Graduate  
 Printer Officer

Receiving and Quarantine Officer  
 Repairman, Mechanical  
 School and Vocational Director  
 Shoemaker Officer  
 Storekeeper Officer  
 Steward  
 Superintendent of Buildings and  
 Grounds  
 Supervisor of Manual Training and  
 Industrial Arts  
 Supervisor of Cottage Masters  
 Teacher, Elementary  
 Teacher of Instrumental Music  
 Teacher, Principal  
 Truck Driver  
 Vocational Supervisor  
 Ward

*Non-Competitive Class*

Butcher Officer (1)

Cleaner and Helper Officer (1)  
 Cottage Officer (13)

Dining Room Man

Dining Room Officer (2)

Driver and Stableman

Farm Hand

Farm Officer (6)

Florist Officer (1)

Garden Officer

*Character of Services*

Preserving order and discipline; preventing the escape of and controlling, supervising and instructing juvenile delinquents in slaughtering, dressing, trimming and preparing meats, poultry and fish for cooking

Supervising the work of cleaning, etc. Exercising direct charge of a group of juvenile delinquents during a given period or watch; maintaining discipline and orderly conduct, and preventing escapes, etc.

Waiting on table, washing dishes, keeping the dining room in order, etc.

Supervising and instructing in the work of the dining room

Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.

Performing general farm and garden work, under supervision

Supervising and instructing in farm work

Supervising in the care of lawns, hedges, shrubbery, plants, flowers, and in the work in the greenhouse

Preserving order and discipline, preventing the escape of, and controlling, supervising and instructing juvenile delinquents in garden work and with the assistance of inmates, doing ordinary trucking and performing other related work as required

Housekeeping Officer (18)	Being responsible, under the Head Housekeeping Officer, for an assigned division of the household work
Houseman Officer	Supervising and instructing juvenile delinquents in the preparation of food for cooking; cleaning up about the vegetable house and kitchen
Kitchen Officer (2)	Supervising and instructing in the preparation and cooking of foods and canning and drying of vegetables and fruits
Laundry Officer (2)	Instructing in washing and ironing, etc.
Painter Officer (1)	Supervising and instructing in the crafts of painting, paperhanging, decorating and sign-painting
Poultryman Officer	Supervising and instructing juvenile delinquents in the raising, feeding and caring for poultry
Relief Officer	Acting as relief officer in the supervision of the work in the kitchen, laundry, sewing-room and other departments of the Home; instructing in the duties of the departments, etc.
Sewing Room Officer (1)	Supervising and instructing in sewing and mending
Tailor Officer	Supervising and instructing in tailoring
Teacher of Occupational Subjects	Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.
Teacher of Physical Training (1)	Teaching of physical training
Telephone Operator	Operating switchboard
Watchman (20)	Guarding buildings and other property from fire, theft or other injury or danger during a definite period or watch; to tend fires, etc.

## STATE HOME FOR GIRLS

*Unclassified*

Managers, Board of	Superintendent
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chaplain, Visiting	Examination not practicable
Physician, Senior Visiting	Official who must be a physician, Section XIII (5)
Physician and Psychiatrist	Official who must be a physician, Section XIII (5)
Psychologist	This position requires a person of special training in the science of practical psychology, and is such a position for which a Civil Service competitive examination is not practicable
Secretary	Secretary to principal executive Officer, Section XIII (4)

*Competitive Class*

Bakery Officer	Officer, Housekeeping
Chauffeur	Officer, Head Housekeeping
Clerk	Officer, Kitchen
Clerk, Stock	Officer, Laundry
Clerk-Bookkeeper	Officer, Senior Field Parole
Clerk-Bookkeeper, Junior	Nurse, Graduate
Clerk-Stenographer	Repairman, Institutional
Clerk-Typist	Sewing Room Officer
Cooking Teacher	Teacher, Elementary
Dietitian	Teacher of Horticulture
Engineman-in-Charge	Teacher of Instrumental Music
Farmer	Teacher of Occupational Subject
Farm Manager	Teacher of Physical Training
Farm Officer	Teacher, Principal
Fireman and Helper	Ward
Instructor, Manual Training	Warden
Manual Training Teacher	Watchman
Officer, Field Parole	

*Non-Competitive Class*

Farm Hand (4)	Performing general farm and garden work, under supervision
Fireman and Helper (1)	Taking care of and cleaning boiler, pumps, machinery and boiler-room, making minor repairs, etc.
Quarantine Officer (1)	To supervise and care for inmates placed in quarantine; to receive new arrivals and see that instructions of physician are carried out; to be responsible for bathing, cleanliness and discipline of the ward; to administer treatments when necessary and perform other related work as required
Relief Officer (2)	Acting as relief officer in the supervision of the work in the kitchen, laundry, sewing-room and other departments of the Home; instructing in the duties of the departments, etc.
Secretary to Board of Managers	Attending meetings of the Board of Managers; recording and transcribing minutes; conducting correspondence; keeping records, etc.
Teacher of Vocal Music	Teaching of Vocal Music

## NEW JERSEY HOME FOR DISABLED SOLDIERS (KEARNEY)

*Unclassified*

Managers, Board of

Superintendent

*Exempt Class**Reason for Exemption*Chaplain  
OculistExamination not practicable  
Official who must be a physician,  
Section XIII (5), Ch. 156, P. L.  
1908

Resident Physician	Official who must be a physician, Section XIII (5), Ch. 156, P. L. 1908
Resident Physician, Jr.	Official who must be a physician, Section XIII (5), Ch. 156, P. L. 1908
Secretary to Superintendent	Secretary to Principal Executive Offi- cer, Section XIII (4), Ch. 156, P. L. 1908

*Competitive Class*

Adjutant	Cook, Senior
Baker	Nurse, Graduate
Carpenter	Plumber
Chauffeur-Bugler	Plumbers' and Steamfitters' Helper
Clerk, Senior	Quartermaster
Clerk-Bookkeeper, Senior	Steward
Cook, Head	Supervisor of Repairs

*Non-Competitive Class**Character of Services*

Attendant (8)	Performing ministrations to the com- fort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing in- mates in the performance of simple general duties
Cleaner and Helper (1)	Cleaning, sweeping, dusting, scrub- bing, polishing, etc.
Clerk, Junior	Performing, under supervision, pre- scribed routine clerical work; as- sisting in the preparation of requi- sitions, payrolls and bills; wrapping and mailing forms, blanks and pamphlets; keeping postage ac- count, and performing other re- lated work as assigned
Clerk (2)	To perform, under supervision, cleri- cal work requiring skill, previous experience and familiarity with clerical methods; to keep and dis- tribute office supplies; to open and distribute mail; to prepare requisi- tions; to issue, receive and file cer- tifications, reports and documents, and to perform incidental clerical work as assigned
Cook	Preparing for table use foods and vegetables; keeping cooking uten- sils in a clean and sanitary condi- tion; having general charge of food supplies, etc.
Dining Room Maid (8)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Driver and Stableman	Caring for, feeding and driving horses, cleaning horse stables, har- ness and horse-drawn vehicles; making minor repairs to such equipment, etc.



Fireman and Helper (2)	Maintaining proper pressure and proper water level in boilers; taking care of and cleaning boilers, pumps, machinery and boiler room equipment; assisting in the moving of coal and ashes, and performing other related work as required
Housekeeper, Senior (1)	Being responsible for the housework of the institution
Housemaid (1)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Houseman (4)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.
Laborer, Institutional (4)	Performing, under supervision, routine manual labor
Laundry Worker (3)	Performing, under the direction of others, hand or machine laundering
Musician (1)	Playing piano
Seamstress (1)	Sewing, making and repairing house linen and clothing

### NEW JERSEY HOME FOR DISABLED SOLDIERS, SAILORS OR MARINES AND THEIR WIVES AND WIDOWS (VINELAND)

#### *Unclassified*

Managers, Board of	Superintendent
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Visiting Physician	Official who must be a physician Section XIII (5), Chapter 156, P. L. 1908
Clerk, Principal	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

#### *Competitive Class*

Carpenter	Engineman-in-Charge
Clerk	Engineman, Assistant
Clerk, Junior	Fireman and Helper
Clerk, Stock	Steward
Cook, Head	Storekeeper and Chauffeur
Cook, Senior	Storekeeper

#### *Non-Competitive Class*

Attendant (5)	<i>Character of Services</i> Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters in a sanitary and clean condition; directing inmates in the performance of simple general duties
Baker	Being responsible for the preparation and baking of bread, rolls, pastry and other bakery goods, including the supervision of the work of Assistant Bakers

Cleaner and Helper (6)	Cleaning, sweeping, dusting, scrubbing, polishing, etc.
Clerk, Junior (\$50 per month, with maintenance)	Performing general clerical work
Clerk, Stock	Receiving and accounting for machinery, tools, materials, etc., in use or being received for road construction or at road camps; recording the loss or breakage of equipment used; keeping inventory of supplies issued; making proper reports of the department property, and the condition of the property at any specified time or place, and performing other work of a related nature as required
Cook (2)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Dining Room Maid (6)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Maid, Senior (1)	To assign Dining Room Men or Maids to tables, direct and inspect their work, and to perform other work as required
Dining Room Man (3)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Man, Senior	Assigning dining room men or maids to tables, directing and inspecting their work and performing other work as required
Driver and Stableman	Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.
Elevator Operator (2)	Operating freight or passenger elevators
Farm Hand	Performing general farm and garden work, under supervision
Fireman and Helper (2)	Maintaining proper pressure and proper water level in boilers; taking care of and cleaning boilers; pumps, machinery and boiler room; making minor repairs on boiler room equipment; assisting in the moving of coal and ashes and performing other related work as required
Housekeeper, Senior (1)	Directing and being responsible for the housework in the institution
Housemaid	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.

Houseman (1)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc., lifting and moving furniture, etc.
Janitor (1)	Assuming responsibility for and performing the cleaning, maintenance and repair work of the building
Laborer, Institutional (4)	Performing, under supervision, routine, unskilled, manual labor
Laundry Worker (7)	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior (1)	Supervising the work of the laundry
Nurse, Graduate	Performing, under supervision, routine nursing; keeping the necessary records, etc.
Nurse, Head Graduate (1)	Directing and supervising the work of Nurses, Attendants and hospital employes in the institution; making requisitions for nursing supplies; assisting surgeons in the operating room; giving prescribed special treatment; relieving nurses; inspecting premises for cleanliness, including kitchen, refrigerator, pantry, etc.; supervising the preparation of meals and performing other related work as required
Orderly (2)	To attend to the personal wants of the members of the Home and performing other related work, under supervision, as required
Secretary to Board of Managers	Attending all meetings of the Board of Managers; recording and transcribing minutes; conducting correspondence relative to the action taken by the Board; keeping records of transactions; and performing other related clerical or stenographic work
Seamstress (2)	Sewing, repairing and making house linen and clothing
Storekeeper, Assistant	Under direction of storekeeper, to receive, inspect, issue on approved requisition, classify and account for supplies; to make requisitions necessary to maintain stock within prescribed limits to take physical inventory; to keep necessary records, acting as chauffeur, cleaning store-room, and performing other related work as required
Watchman (1)	Guarding buildings and other property from fire, theft, or other injury or danger during a definite period or watch; to tend fires, etc.

## HORTICULTURAL SOCIETY

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to Board of Managers	Secretary to Board, Section XIII (3), Chapter 156, P. L. 1908
Treasurer to Board of Managers	Member of Board of Managers for a fixed term acting as Treasurer

## NEW JERSEY STATE HOSPITAL AT MORRIS PLAINS

*Unclassified*

Superintendent and Chief Executive Officer	Warden
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Clerk-Stenographer to Board of Managers	Secretary to Board, Section XIII (3), Chapter 156, P. L. 1908
Dentist	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Director, Clinical	Official who must be a physician, Section VIII (5), Chapter 156, P. L. 1908
Pathologist	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Pathologist, Assistant	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Resident Physician	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Resident Physician, Junior	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Resident Physician, Senior	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Senior Clerk-Stenographer	Stenographer to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Surgeon, Consulting	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Treasurer	Member of Board of Managers for a fixed term acting as Treasurer
Visiting Physician	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Baker	Florist
Blacksmith	Florist and Landscape Gardener
Butcher	Foreman, Carpenter
Carpenter	Foreman, Machine Shop
Chauffeur	Foreman, Painter
Clerk	Foreman, Upholsterer
Clerk, File	Gardener

Clerk, Head  
 Clerk, Junior  
 Clerk, Statistical  
 Clerk, Senior Statistical  
 Clerk, Stock  
 Clerk-Bookkeeper  
 Clerk-Bookkeeper, Junior  
 Clerk-Bookkeeper, Principal  
 Clerk-Bookkeeper, Senior  
 Clerk-Stenographer  
 Clerk-Stenographer, Junior  
 Cook  
 Cook, Head  
 Electrician  
 Engineer, Chief  
 Engineman, Assistant  
 Engineman, First Assistant  
 Engineman-in-Charge  
 Farmer  
 Farmer, Head  
 Fireman and Helper

Helper, Blacksmith's  
 Helper, Machinist's  
 Historian  
 Laundryman, Head  
 Mason  
 Nurses, Superintendent of  
 Painter  
 Pharmacist  
 Plumber  
 Repairman, Mechanical  
 Shoemaker  
 Storekeeper  
 Supervisor  
 Supervisor, Chief  
 Supervisor of Nursing  
 Technician, Junior Laboratory  
 Tinsmith  
 Upholsterer  
 Warden, Assistant  
 Watchman

#### *Non-Competitive Class*

Agent, Station (1)

Attendant (109)

Attendant, Charge (12)

Baker (1)

Baker, Assistant (5)

Barber (1)

Butcher, Assistant

Cable Car Operator (5)

Cleaner and Helper (1)

Clerk, Junior

Clerk, Stock (2)

#### *Character of Services*

Performing the work of a railroad station agent

Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties

Supervising the work of Attendants; administering all prescribed medicines; watching and reporting the health and deportment of patients; supervising patients during baths; recreation periods, meals and doing other related work as required

Being responsible for the preparation and baking of bread, rolls, pastry and other bakery goods including the supervision of the work of Assistant Bakers

Assisting in the preparation of baked goods

Performing barber work for the inmates

Assisting in slaughtering and handling of meats

Operating the cable car on the local traction line of the hospital

Cleaning, sweeping, dusting, scrubbing, polishing, etc.

Performing general clerical work

Receiving, storing, issuing on approved requisitions materials, supplies and equipment; assisting in keeping stock records, etc.

Clerk-Stenographer, Junior	Performing general stenographic and clerical work
Coal Passer (10)	Hauling coal, removing ashes and assisting the firemen in cleaning fires, keeping the boiler room in order, etc.
Cook (6)	Preparing for table use foods and vegetables
Cook, Senior (3)	Assuming entire direction of all cooking and the receiving and handling of food supplies and incidental kitchen work in a small State institution, or assuming similar charge of one kitchen in a large institution, and performing other work as required
Dairyman (2)	Feeding, cleaning and caring for dairy stock; milking, caring for and testing milk, etc.
Dining Room Maid (8)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Man	Waiting on table, washing dishes, keeping the dining room in order, etc.
Director, Musical (1)	Directing the music rendered by employees and patients
Driver and Stableman (3)	Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.
Driver, Team (5)	Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.
Driver, Truck (2)	Operating and making minor repairs and adjustments on, clean, oil and maintain in good condition, motor trucks of the department; loading, unloading and making records of materials and supplies received and distributed, and performing other related work as required
Electrician (1)	Installing, constructing, maintaining and repairing electrical fittings of buildings, under direction
Engineman, Assistant (1)	Operating engines, boilers, dynamos, motors, pumps, elevator machinery, laundry machinery during a given period or watch; making minor repairs, etc.
Farm Hand (25)	Performing general farm and garden work, under supervision
Fireman and Helper (3)	Taking care of and cleaning boilers, pumps, machinery and boiler-room; making minor repairs, etc.
Fireman, Gas House (3)	Assisting in the operation of engines, pumps, hauling coal and ashes, etc.

Gardener	Performing or supervising the work of propagating, cultivating, harvesting and storage of vegetables and the cultivation of open gardens of flowering and ornamental plants
Garden Hand (12)	Performing simple garden and lawn operations; preparing the land and plats; planting and caring for vegetables, flowers and shrubbery; harvesting and storing garden crops, etc.
Greenhouse Man (5)	Performing, under supervision, the work in a vegetable greenhouse; operating greenhouse heating systems; making minor repairs and performing other related work as required
Harness Maker (1)	Making and repairing harness
Helper, Blacksmith's	Performing the work of apprentice, and assisting journeyman in the trade of blacksmithing
Helper, Butcher's	Assisting in the slaughtering, dressing, trimming and preparation of meats, poultry and fish for cooking
Helper, Carpenter's	Performing the work of apprentice and assisting journeymen in the trade of carpentry
Helper, Dairyman's (1)	Feeding, cleaning and caring for dairy stock, milking, caring for milk, etc.
Helper, Florist's	Assisting florists in greenhouse or garden in the propagation and care of plants
Helper, Mason's	Performing the work of apprentice and assisting journeymen masons
Helper, Painter's (2)	Performing the work of apprentice and assisting journeymen in the trade of painting
Helper, Plumber's and Steamfitter's (1)	Performing the work of apprentice and assisting journeymen in the trades of plumbing and steamfitting
Helper, Tailor's (1)	Assisting in the manufacture of tailored clothing; mending, repairing, etc.
Helper, Tinsmith's (2)	Performing the work of apprentice and assisting journeymen in the trade of tinsmithing
Helper, Upholsterer's (1)	Performing the work of apprentice and assisting journeymen in the trade of upholstering
Housekeeper	Performing general housework, including the care and maintenance of a definitely assigned portion or division
Housemaid (3)	Performing, under supervision, ordinary routine domestic tasks, such as scrubbing, etc.

Houseman (33)	Performing, under supervision, ordinary routine housework, including scrubbing, kitchen work, etc., lifting and moving furniture, etc.
Janitor (1)	Assuming the responsibility for and performing the cleaning, maintenance and repair work of such part of the building as may be provided with special janitor service
Laborer, Institutional (3)	Performing, under supervision, routine unskilled manual labor in connection with the operation and maintenance of sewage disposal plants
Laundry Worker (19)	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior (2)	Performing the more difficult or responsible work involved in the operation of an institutional laundry, including supervision of the work of others, under the head laundryman, in a large institution, or in full charge of laundry work in a small institution
Librarian, Junior (1)	Performing simple library tasks
Machinist (1)	Constructing and assembling bench and machine tool work; repairing machinery; supervising the work of Machinist's Helpers, and performing other related work as required
Mason, Assistant (1)	Laying bricks and stone; repairing brick and stone work; laying cement, and performing other related work as assigned
Patrolman (1)	Traversing assigned portions of public grounds owned by the State for the purposes of protecting the interest of the State; directing, assisting and keeping order among visitors, and guarding inmates when the grounds are attached to institutions other than correctional
Plumber, Assistant (1)	Assisting in the installation of piping for gas, water, waste, soil and vent lines; cutting and fitting pipes; replacing old pipes with new ones; fitting water and waste pipes, and performing other related work as required
Poultryman (1)	Performing and supervising the raising, feeding and caring for poultry; maintaining premises where poultry is raised; trapping nests during egg-laying contests or other poultry investigations; assisting in keeping records of poultry investigational work; requisitioning, receiving, distributing and accounting for feed and other supplies, and doing other related work
Photographer (1)	Performing photographic work



Repairman, Institutional (1)	Making simple repairs and performing other assigned tasks, and assisting skilled workmen on institutional repair work
Seamstress (1)	Sewing, making and repairing house linen and clothing
Secretary to Board of Managers (1)	Performing miscellaneous clerical work
Shop Assistant (11)	Performing the work of apprentice and assisting journeymen in the trades of plumbing, steamfitting, machinist and other machine shop operations
Stableman (1)	Caring for and feeding horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment and performing other related work as required
Supervisor, Occupational (7)	Instructing and supervising inmates in manual occupations and performing other related work as required
Supervisor, Senior Occupational (1)	Supervising the occupational work by the inmates
Tailor (1)	Performing tailoring work
Teacher of Occupational Subjects	Teaching of occupational subjects
Teacher, Principal	Having sole charge, under the Superintendent, of the educational work
Technician, Junior Laboratory (2)	Assisting and making, under supervision, pathological, bacteriological, or chemical examinations, tests and analysis in hospital laboratory, and performing other laboratory experimental or incidental clerical work as required
Telephone Operator (3)	Operating switchboard
Tender, Dynamo (3)	Under supervision, operating and maintaining dynamos and other electric machinery or equipment; oiling, cleaning and making minor repairs on dynamos; keeping the shop in order and performing other related work as required
Trackman	Tending and keeping in repair the hospital switch track
Upholsterer, Assistant (1)	Performing the duties of apprentice and assisting journeymen in the trade of upholstering
Usher (1)	Performing, under supervision, simple routine office work in a State institution and which may involve the performance of simple household duties as assigned
Watchman (3)	Guarding buildings and other property from fire, theft or other injury or danger during a definite period or watch; tending fires, etc.

## NEW JERSEY STATE HOSPITAL AT TRENTON

*Unclassified*Managers, Board of  
Medical Director

Warden

*Exempt Class**Reason for Exemption*

Dentist

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Interne

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Pathologist

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Psychiatrist

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Resident Physician

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Resident Physician, Junior

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Resident Physician, Senior

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Roentgenologist

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Secretary to Board of Managers

Secretary of Board, Section XIII (3), Chapter 156, P. L. 1908

Visiting Physician

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Baker

Helper, Painter's

Blacksmith

Helper, Plumber's and Steamfitter's

Butcher

Helper, Tailor's

Carpenter

Instructor in Training School

Chauffeur

Librarian, Junior

Clerk, Institutional Account

Mason

Clerk, Junior

Nurse, Graduate

Clerk, Junior File

Nurse, Operating Room

Clerk, Stock

Painter

Clerk-Bookkeeper

Pharmacist

Clerk-Bookkeeper, Principal

Plumber

Clerk-Bookkeeper, Senior

Psychologist

Clerk-Stenographer

Psychologist, Assistant

Clerk-Stenographer, Junior

Social Investigator

Clerk-Typist

Steamfitter

Clerk-Typist, Junior

Storekeeper

Cook, Head

Superintendent, Assistant to

Dairyman

Supervisor

Dairyman, Head

Supervisor, Chief

Electrician

Supervisor of Nursing

Engineman, Assistant

Swineherd

Engineman-in-Charge  
Farmer, Head  
Florist  
Foreman, Carpenter  
Foreman, Painter  
Gardener

Tailor  
Technician, Junior Laboratory  
Technician, Laboratory  
Treasurer to Board of Managers  
Truck Driver  
Watchman

*Non-Competitive Class*

Assistant, Institutional

Attendant (126)

Bacteriologist (1)

Cleaner and Helper

Clerk, Junior (1)

Clerk-Typist, Junior (1)

Coal Passer (7)

Cook (18)

Cook, Senior (1)

Dining Room Maid (4)

Dining Room Man (2)

Driver and Stableman (2)

Farm Hand (5)

Fireman and Helper (10)

*Character of Services*

Inspecting the work in the sundry departments

Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties

Having charge of bacteriological analysis of specimens of suspected contagious diseases, such as diphtheria, etc.

Cleaning, dusting, scrubbing, polishing, etc.

Performing, under supervision, prescribed routine clerical work; assisting in the preparation of requisitions, payrolls, and bills, wrapping and mailing forms; blanks and pamphlets; keeping postage account, and performing other related work as assigned

Typewriting and clerical work

Hauling coal, removing ashes and assisting the firemen in cleaning fires, keeping the boiler-room in order, etc.

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Having entire direction of all cooking and the receiving and handling of food supplies

Waiting on table, washing dishes, keeping the dining room in order, etc.

Waiting on table, washing dishes, keeping the dining room in order, etc.

Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.

Performing general farm and garden work, under supervision

Taking care of and cleaning boilers, pumps, machinery, and boiler-room; making minor repairs, etc.

Garden Hand (5)	Performing simple garden and lawn operations; preparing the land and plats; planting and caring for vegetables, flowers and shrubbery; harvesting and storing garden crops
Helper, Dairyman's (1)	Feeding, cleaning and caring for dairy stock; milking, caring for milk, etc.
Helper, Machinist's (1)	Assisting machinists in work involving the construction and assembling of bench and machine tool work, and performing other related work as required
Helper, Mason's (1)	Performing the work of apprentice and assisting journeymen masons
Helper, Plumbers'	Performing the work of apprentice and assisting journeymen plumbers
Helper, Plumbers' and Steamfitters' (1)	Performing the work of apprentice and assisting journeymen in the trades of plumbing and steamfitting
Helper, Upholsterers' (1)	Performing the work of apprentice and assisting the journeymen in the trade of upholstering
Housemaid (7)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Houseman (9)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc., lifting and moving furniture, etc.
Instructor in Training School for Nurses (1)	Conducting classes in the profession of nursing
Laborer, Institutional	Performing, under supervision, routine unskilled manual labor
Laundry Man, Head (1)	Assuming charge of and being responsible for the laundry work
Laundry Worker (13)	Performing, under supervision, hand or machine laundering
Nurse, Graduate (2) (\$60 per mo. and less)	Performing, under supervision, routine nursing; keeping necessary records, etc.
Painter (1)	Mixing and applying paints, stains, varnishes and enamels; hanging wallpaper and glazing windows; supervising the work of Painter's Helpers, etc.
Patrol Attendant (1)	Traversing the grounds and keeping order
Seamstress (5)	Sewing, making and repairing house linen and clothing
Seamstress, Senior	Having charge of all sewing except tailoring
Tailor's Helper (1)	Altering, mending, pressing clothing and performing other related work

Technician, Junior Laboratory (2)	Assisting and making, under supervision, pathological, bacteriological or chemical examination, tests and analysis in hospital laboratory, experimental or incidental clerical work as required
Telephone Operator (3)	Operating switchboard
Upholsterer (1)	Making and repairing of furniture, carpets, mattresses and shades, etc.
Usher (3)	Performing, under supervision, simple routine office work in the Institution and which may involve the performance of simple household duties as assigned

## INSTITUTIONS AND AGENCIES

*Unclassified*

Commissioner	Member of Board
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Agent	On account of the confidential character of the position, which would make a Civil Service examination impracticable
Consulting Engineer	Impracticable to conduct a competitive examination
Secretary	Secretary of Board, Section XIII (3), Ch. 156, P. L. 1908

*Competitive Class*

Architect and Designer	Director, Junior Assistant (Division of Education and Parole)
Architectural Draughtsman, Junior	Director (Division of Labor, Agriculture, Food and Dietetics)
Architectural Draughtsman and Designer	Draughtsman, Architectural
Bookkeeper, Principal	Draughtsman, Engineering
Chauffeur	Draughtsman, Junior
Chemist, Junior	Farm Supervisor
Cinematographer	Farm Supervisor, Assistant to
Clerk	Field Parole Officer
Clerk, File	Field Parole Officer, Senior
Clerk, Junior	Inspector of Building Construction
Clerk, Senior	Investigator of Charitable Institutions
Clerk, Statistical	Investigator, Institutions and Hospitals
Clerk-Bookkeeper, Senior	Office Boy
Clerk-Stenographer	Psychologist, Assistant
Clerk-Stenographer, Junior	Rodman
Clerk-Stenographer, Senior	Steward, Assistant Departmental
Clerk-Typist	Steward, Supervising
Collector	Supervisor, Institutional Industries
Director (Division of Architecture and Construction)	Supervision, Repairs and Supplies
Director (Division of Education and Parole)	Tracer and Student
Director, Assistant (Division of Education and Parole)	

*Non-Competitive Class**Character of Services*

Clerk, Record (1)	Doing miscellaneous clerical work in connection with the keeping, of statistical records
Director, Division of Administration (1)	Being in responsible charge, under the Commissioner, for the management of the central office; designing, installing and supervising systems to be used in the financial budgetary accounting and general record-keeping of institutions, and performing other related work as required
Director, Division of Child Welfare and Domestic Relations	Being responsible, under the Commissioner, for the work of the Division of Child Welfare and Domestic Relations; co-operating with the Board of Managers of State Institutions and Agencies and with the authorities and representatives of private and semi-private institutions and groups of citizens, in formulating plans and methods of carrying forward work in the interests of children and families, and performing other related work as required

## JURY COMMISSION

*Unclassified*

Clerk to Jury Commission	Commissioner
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## DEPARTMENT OF LABOR

*Unclassified*

Chief, Negro Welfare Bureau	Commissioner of Labor and Commissioner of Workmen's Compensation Bureau
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*Exempt Class**Reason for Exemption*

Director and Secretary (Rehabilitation Commission)	An examination would be impracticable
Medical Examiner (Workmen's Compensation Bureau)	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Physician-in-Charge (Clinics)	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Chief (Bureau of Electrical Equipment)	Director of Employment, State Examiner, Employment
Chief (Bureau of Hygiene and Sanitation)	Examiner, Junior Examiner, Steam Engine and Boiler Operators' License Bureau

Chief (Bureau of Industrial Statistics)	Examiner, Steam Engine and Boiler Operators' License Bureau, Chief
Chief (Bureau of Structural Inspection)	Inspector, Bakery
Chief Assistant (Bureau of Industrial Statistics)	Inspector of Explosives
Chief, Workmen's Compensation Bureau	Inspector, Factory
Cinematographer	Inspector, Mine and Factory
Clerk	Inspector, Senior Bakery
Clerk, Chief	Inspector, Senior Factory
Clerk, Claim	Inspector, Senior Mine and Factory
Clerk, Compensation Settlement	Investigator
Clerk, Junior	Investigator and Hospital Supervisor, Social
Clerk, Principal	Investigator of Occupational Diseases
Clerk, Principal Statistical	Investigator, Special
Clerk, Senior	Investigator, Workmen's Compensation
Clerk, Senior Statistical	Commissioner of Labor, Assistant
Clerk-Bookkeeper	Janitor
Clerk-Bookkeeper, Senior	Masseur
Clerk-Stenographer	Nurse, Graduate (Rehabilitation Commission)
Clerk-Stenographer, Junior	Referee (Workmen's Compensation Bureau)
Clerk-Stenographer, Senior	Secretary to Commissioner of Labor
Clerk-Typist	Secretary and Deputy Commissioner of Workmen's Compensation Bureau
Clerk-Typist, Junior	
Commissioner of Compensation, Deputy	

#### *Non-Competitive Class*

Chief, Bureau of Supervising the Administration Explosive Law and the Assignment of the Work of the Various Inspectors (1)

Chief, Bureau of Machinery Safeguarding and Regulating of Industrial Lighting (1)

#### *Character of Services*

Directing and exercising complete responsibility, under the Commissioner of Labor, for the conduct of employes and activities of the Bureau of Structural Inspection; to share responsibility for the approval of all plans submitted for new buildings or alterations to old buildings, fire-escapes, fire-proofing and elevators in or relating to factory buildings as to compliance with the laws relating to the construction of such buildings; performing other work essential to the efficient administration of the Bureau

Directing and being responsible for the conduct of employes and activities of the Bureau of Electrical Equipment; preparing and standardizing department rules regarding electrical and mechanical installations, fire alarm and engine stop systems, machinery guarding and factory and emergency lighting, and performing other work essential to the efficient administration of the Bureau

Chief, Bureau of Mines, and Bakery Inspectors (1)	Supervising and being in charge of the mine and bakery inspectors, and making inspections of mines and bakeries; making investigations and reports regarding violations of the laws relating to mines and quarries; handling all correspondence and holding hearings at which bakery owners appear; performing other related work as required
Cleaner and Helper (Rehabilitation Commission) (4)	Sweeping, scrubbing, dusting, etc.
Deputy Commissioner of Compensation (Rehabilitation Commission) (4)	Sitting in a judicial capacity and conducting hearings in matters relating to the enforcement of the Workmen's Compensation Law; examining laws and decisions pertaining to cases heard; preparing opinions and rendering decisions
Janitor (1)	Cleaning, etc.
Referee, Rehabilitation Commission	Investigating industrial accidents, visiting hospitals, interviewing physicians and witnesses, and ascertaining all facts necessary to make complete reports thereon; filing petitions in the various Courts of Common Pleas, and performing other related work as required

STATE LIBRARY

*Unclassified*

Librarian, State

*Exempt Class*

Secretary to State Librarian

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Clerk, Junior File  
Clerk-Stenographer  
Clerk-Stenographer, Junior  
Clerk-Typist

Librarian, Law  
Librarian, Reference  
Messenger

NEW JERSEY PUBLIC LIBRARY COMMISSION

*Unclassified*

Commissioner

*Exempt Class*

Secretary

*Reason for Exemption*

Secretary of Commission, Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Clerk, Junior  
Clerk, Library  
Clerk-Stenographer

Librarian, Assistant  
Library Organizer



## REPORT OF CIVIL SERVICE COMMISSION

## DEPARTMENT OF MOTOR VEHICLES

*Unclassified*

Commissioner of Motor Vehicles

*Competitive Class*

Auditor	Clerk-Bookkeeper, Senior
Calendar Clerk, Senior	Clerk-Stenographer
Chief Inspector (Motor Vehicle Operation)	Clerk-Stenographer, Junior
Clerk	Clerk-Stenographer, Senior
Clerk, Head	Clerk-Typist
Clerk, Junior	Clerk-Typist, Junior
Clerk, Principal	Examiner of Motor Vehicle Operation
Clerk, Senior	Office Boy

## NATIONAL GUARD

*Unclassified*

Adjutant	Engineer
Armorer	Engineer and Helper
Armorer, Assistant	Foreman
Caretaker	Inspector and Instruction Clerk
Chauffeur	Stableman
Custodian	Superintendent
Custodian, Assistant	

*Competitive Class*

Carpenter	Fireman and Helper
Clerk-Stenographer, Senior	Senior Clerk

*Non-Competitive Class*

Cleaner and Helper (5)

Clerk-Stenographer, Junior

*Character of Services*

Cleaning, sweeping, dusting, scrubbing, polishing, etc.  
Performing general clerical stenographic and clerical work

## WASHINGTON ROCK PARK COMMISSION

*Unclassified*Commissioner  
Secretary

Treasurer

*Non-Competitive Class*

Grounds Keeper (1)

*Character of Services*

Keeping under supervision, lawns, parks and grounds in an orderly and clean condition; preserving order thereon when necessary, etc.

## NEW YORK-NEW JERSEY PORT AND HARBOR DEVELOPMENT COMMISSION

All Unclassified

## NEW JERSEY STATE PRISON

*Unclassified*

Managers, Board of

Principal Keeper

*Exempt Class**Reason for Exemption*

Chaplain

Examination not practicable

Chaplain, Visiting

Examination not practicable

Housekeeping Officer, Head

The incumbent is the wife of the Principal Keeper who is appointed by the Governor; the Principal Keeper is in the unclassified service and an examination for the Head Housekeeping Officer would be impracticable

Physician, Resident

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Physician and Medical Director, Visiting

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Secretary to Principal Keeper

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Agent, Fiscal

Industrial Officer, Sheet Metal Shop

Center Keeper,

Industrial Officer, Shoemaker

Center Keeper, Night

Instructor

Chauffeur

Instructor-Auto Tag, Supervising

Clerk, Principal

Instructor-Shoemaking, Supervising

Clerk, Senior

Marshal, Prison

Clerk, Stock

Officer, Commissary

Clerk-Bookkeeper

Officer, Housekeeping

Clerk-Bookkeeper, Senior

Officer, Identification

Clerk-Stenographer

Officer, Prison

Clerk-Stenographer, Senior

Officer, Senior Field Parole

Clerk-Typist

Pharmacist

Deputy to Principal Keeper, Chief

Storekeeper

Doorkeeper, Prison

Superintendent of Cannery

Engineman-in-Charge

Supervisor of Repairs

Industrial Officer, Auto Tag

Supervisor of Repairs, Identification and Printing

Industrial Officer, Bookbinder

Industrial Officer, Machinestop

Teacher, Elementary

Industrial Officer, Pressman

Teacher of Occupational Subjects

Industrial Officer, Printer

Telephone Operator

*Non-Competitive Class**Character of Services*

Driver and Stableman (1)

Caring for, feeding and driving horses; cleaning horse stables, harness and horse-drawn vehicles; making minor repairs to such equipment, etc.

## PRISON CAMPS

*Competitive Class*

Deputy Chief

Guard, Senior Road

Guard, Outside

## PRISON FARM

*Unclassified*

Visiting Chaplain

*Competitive Class*Deputy, Chief  
Farmer, HeadGuard, Outside  
Guard, Senior Road

## PROSECUTORS OF THE PLEAS

*Unclassified*

Prosecutor

Prosecutor, Assistant

*Exempt Class**Reason for Exemption*Clerk, Complaint (Hudson County)  
Legal Assistant (Hudson County)Examination would be impracticable  
Legal Assistant, Law Department,  
Section XIII (2), Ch. 156, P. L.  
1908

Private Secretary (Camden County)

Private Secretary to Principal Ex-  
ecutive Officer, Section XIII (4),  
Ch. 156, P. L. 1908Private Secretary and Stenographer  
(Union County)Private Secretary to Principal Ex-  
ecutive Officer, Section XIII (4),  
Ch. 156, P. L. 1908

Private Clerk (Hudson County)

Private Clerk to Principal Executive  
Officer, Section XIII (4), Ch. 156,  
P. L. 1908*Competitive Class*Clerk (County Employee)  
Clerk, Chief (County Employee)  
Clerk, Confidential  
Clerk of the Grand Jury  
Clerk, Junior (County Employee)  
Clerk and Stenographer, Law  
(County Employee)  
Clerk-Stenographer (County Em-  
ployee)  
DetectiveDetective, Assistant  
Detectives, Captain of  
Detectives, Chief of  
Detective, Italian  
Detective, Lieutenant  
Stenographer and Assistant Grand  
Jury Clerk  
Stenographer (County Employee)  
Stenographer, Grand Jury  
Telephone Operator*Non-Competitive Class**Character of Services*Clerk to Grand Jury of Union  
County (1)

Performing Clerical Services

## DEPARTMENT OF PUBLIC INSTRUCTION

*Unclassified*Assistant in Chemistry  
Assistant to Director of Physical  
Training  
Assistant in Industrial Education  
Assistant for Training Teachers in  
Trades and IndustriesInstructor in Clothing  
Instructor in Home Economics  
Instructor in Nursing  
Instructor of Physical Training  
Instructor for Training Teachers of  
Agriculture

Assistant for Training Teachers of Home Economics  
 Assistant for the Supervision of Continuation Schools  
 Assistant Supervisor of Agriculture and Instructor for Training Agriculture Teachers  
 Clerk  
 Clerk-Stenographer  
 Commissioner  
 Commissioner, Assistant  
 Female Industrial Education Specialist  
 Instructor in Agricultural Education

Instructor for Training Teachers of Home Economics  
 Instructor for Training Teachers of Trades and Industries  
 Instructor in Physical Training and Hygiene  
 Instructor and Director of Training and Hygiene  
 Laboratory Assistant in Physiology  
 Professor, Assistant  
 Professor of Chemistry  
 Professor of Farm Mechanics, Associate  
 Professor of Physics, Associate  
 Supervisor of Industrial Education

*Exempt Class*

Secretary to Commissioner

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Addressograph Operator  
 Assistant, Legal  
 Auditor (School Accounts)  
 Chief (Bureau of Credentials)  
 Clerk  
 Clerk, Junior  
 Clerk, Senior (Business Division)  
 Clerk, Senior (Credentials)  
 Clerk, Senior (Examinations)  
 Clerk-Bookkeeper, Senior

Clerk-Stenographer  
 Clerk-Stenographer, Junior  
 Clerk-Stenographer, Senior  
 Clerk-Typist  
 Clerk-Typist, Junior  
 Inspector of School Accounts  
 Inspector, General (School Buildings)  
 Manager, Business  
 Statistician

*Non-Competitive Class*

School Registrar Examiner (12)

*Character of Services*

Examining school registers of students as a basis for prorating the State School Fund

## PUBLIC RECORDS

*Exempt Class*

Director

*Reason for Exemption*

The Director shall also be Secretary of the Commission, Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Clerk-Stenographer

## PUBLIC REPORTS

*Unclassified*

Commissioner of Reports

*Exempt Class*

Junior Clerk-Stenographer

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

## BOARD OF PUBLIC UTILITY COMMISSIONERS

*Unclassified*

## Commissioner

*Exempt Class**Reason for Exemption*

Counsel

Examination not practicable. Duties purely legal and requiring qualifications not readily determined by examination

Counsel, Assistant to

Because of the confidential nature of the position and the special knowledge of and experience with certain phases of the operation of the Public Utility Laws required of an incumbent of this position

Secretary

Secretary to Board, Section XIII (3), Chapter 156, P. L. 1908

Secretary, Assistant (Newark office)

The successful holding of an examination is impracticable because of the extreme difficulty to determine in advance the scope and character of the duties to be performed, inasmuch as it is proposed that the incumbent organize and direct the office and field forces engaged in the work of jitney control, in addition to performing the duties of Assistant Secretary

*Competitive Class*

Auditor  
Chief, Bureau of Railroads  
Chief, Division of Statistics and Accounts  
Clerk  
Clerk, Departmental Account  
Clerk, File  
Clerk, Material  
Clerk, Principal  
Clerk-Stenographer  
Clerk-Stenographer, Junior  
Clerk-Stenographer, Senior  
Clerk-Typist, Junior  
Draftsman  
Draftsman and Designer, Bridge  
Draftsman, Engineering  
Engineer, Assistant Appraisal  
Engineer, Chief Appraisal  
Engineer, Chief Traffic

Engineer, Junior  
Engineer, Junior Appraisal  
Engineer, Office  
Engineer, Senior Appraisal  
Engineer, Assistant Chief (Bureau of Utilities)  
Engineer, Assistant Civil  
Engineer, Chief (Bureau of Utilities)  
Engineer, Chief (Division of Bridges and Grade Crossings)  
Engineer, Designing Bridge  
Engineer, Senior Civil  
Engineer, Senior (Gas Plants)  
Inspector of Bridge Construction  
Inspector of Bridges and Grade Crossings  
Inspector of Railroad Equipment  
Inspector, Senior Traffic  
Inspector, Traffic

## DEPARTMENT OF QUARANTINE

*Unclassified*

Health Officer

*Non-Competitive Class*  
Deputy Health Officer (1)

*Character of Services*

Examining passengers and crews on vessels for evidence of communicable diseases, and other related work

DEPARTMENT OF QUARTERMASTER GENERAL

*Unclassified*

Laborer  
Military Storekeeper

Quartermaster General

*Exempt Class*

*Reason for Exemption*

Head Clerk

Deputy, Section XIII (1), Chapter 156, P. L. 1908

Principal Clerk

Clerk of Department, Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Caretaker  
Chief (Quartermaster Corps)  
Clerk  
Clerk, Principal  
Clerk, Senior  
Clerk, Stock

Clerk-Bookkeeper  
Clerk-Bookkeeper, Senior  
Clerk-Stenographer  
Clerk-Stenographer, Junior  
Clerk-Stenographer, Senior  
Stockhandler (Arsenal)

NEW JERSEY REFORMATORY (RAHWAY)

*Unclassified*

Board of Managers

Superintendent

*Exempt Class*

*Reason for Exemption*

Chaplain  
Chaplain, Visiting  
Clerk-Stenographer

Examination not practicable  
Examination not practicable  
Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

Dentist

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Deputy Superintendent

Deputy or First Assistant, Section XIII (1), Chapter 156, P. L. 1908

Physician and Medical Director, Visiting

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Chauffeur  
Chef  
Clerk  
Clerk, Senior  
Clerk, Senior Institutional Accountant  
Clerk, Stock  
Clerk-Bookkeeper

Industrial-Officer, Kitchen  
Industrial-Officer, Laundryworker  
Industrial-Officer, Linotype  
Industrial-Officer, Mason  
Industrial-Officer, Painter  
Industrial-Officer, Plumber  
Industrial-Officer, Pressman  
Industrial-Officer, Printer

Clerk-Bookkeeper, Principal  
 Director, School  
 Director, School and Vocational  
 Engineman-in-Charge  
 Engineman, Officer  
 Farm Manager  
 Guard, Road  
 Industrial-Officer, Blacksmith  
 Industrial-Officer, Carpenter  
 Industrial-Officer, Chef  
 Industrial-Officer, Dairyman  
 Industrial-Officer, Electrician  
 Industrial-Officer, Engineman  
 Industrial-Officer, Farmer

*Non-Competitive Class*

Chauffeur

Industrial-Officer, Shoemaker  
 Industrial-Officer, Tailor  
 Industrial-Officer, Tinsmith  
 Keeper, Center  
 Nurse, Graduate  
 Officer, Bertillon  
 Officer, Carpenter  
 Officer, Field Parole  
 Officer, Senior Field Parole  
 Storekeeper  
 Superintendent, Deputy  
 Teacher, Elementary  
 Teacher of Instrumental Music  
 Teacher, Principal

*Character of Services*

Operating and making minor repairs and adjustments; keeping in good condition passenger or freight motor vehicles, loading and unloading and keeping records, etc.

NEW JERSEY STATE REFORMATORY FOR WOMEN

*Unclassified*

Managers, Board of

Superintendent

*Exempt Class*

Dentist

*Reason for Exemption*

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Visiting Physician

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Clerk, Junior  
 Clerk-Bookkeeper  
 Clerk-Bookkeeper, Senior  
 Clerk, Institutional Account  
 Clerk-Stenographer  
 Dietitian  
 Farmer  
 Farmer, Head  
 Farm Manager

Housekeeping Officer  
 Housekeeping Officer, Head  
 Nurse, Graduate  
 Officer, Field Parole  
 Officer, Storekeeping  
 Storekeeper  
 Superintendent, Assistant to  
 Teacher, Elementary

*Non-Competitive Class*

Carpenter (1)

*Character of Services*

Constructing or repairing wooden buildings or wooden parts of other structures; repairing furniture; shingling roofs; supervising the work of Carpenter's Helpers, etc.  
 Performing general farm and garden work, under supervision  
 Instructing in the preparation and cooking of foods, and canning and drying of vegetables and fruits

Farm Hand (3)

Officer, Kitchen

Officer, Sewing Room (2)	Sewing and instructing in sewing and mending
Supervisor of Nursing	Directing the work of the Nurses and attendants for all patients, and supervising other institutional work as assigned
Supervisor, Occupational (2)	Directing and instructing in occupational subjects, such as basketry, crocheting, etc.
Teacher of Instrumental Music	Teaching of instrumental music
Teacher of Occupational Subjects	Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.
Teacher, Sewing Room	Supervising and instructing in sewing and mending

## NEW JERSEY SANATORIUM FOR TUBERCULOUS DISEASES

*Unclassified*

Board of Managers	Superintendent
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Clerk-Stenographer, Senior	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Dentist	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Physician, Examining	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Physician, Junior Resident	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Physician, Resident	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Carpenter	Engineman, Assistant
Chauffeur	Engineman-in-Charge
Clerk	Farmer, Head
Clerk, Institutional Account	Fireman and Helper
Clerk-Bookkeeper, Senior	Nurse, Head Graduate
Clerk-Stenographer	Painter
Cook, Head	Steward
Cook, Senior	

*Non-Competitive Class*

Attendant (16)

*Character of Services*

Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a sanitary and clean condition; directing inmates in the performance of simple general duties



Baker	Being responsible for the preparation and baking of bread, rolls, pastry and other bakery goods, including the supervision of the work of Assistant Bakers
Baker, Assistant	Assisting in preparing and baking breads, cakes and pastry; cleaning and caring for utensils, equipment, and performing other related work as required
Chauffeur (1)	Operating and making minor repairs and adjustments; keeping in good condition passenger or freight motor vehicles, loading and unloading, and keeping records, etc.
Clerk	Performing, under supervision, prescribed clerical work
Clerk, Institutional Account	Securing prices, preparing requisitions, checking bills, making entries against institutional appropriation accounts, etc.
Clerk, Junior (1)	Performing, under supervision, prescribed routine clerical work; assisting in the preparation of requisitions, payrolls and bills, wrapping and mailing forms, blanks and pamphlets; keeping postage account, and performing other related work as assigned
Clerk, Stock (1)	Receiving, storing and issuing, on approved requisitions, materials, supplies and equipment; assisting in keeping the stock records, etc.
Coal Passer	Hauling coal, removing ashes, and assisting the firemen in cleaning fires, keeping the boiler room in order, etc.
Cook	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Dairyman (1)	Feeding, cleaning and caring for dairy stock; milking, caring for and testing milk
Deliveryman	Delivering goods from the station and State Purchasing Department to State institutions and among the departments of the institutions; hauling coal and ashes, etc.; being responsible for teams and machines being used, and to perform other related work as required
Dining Room Maid (2)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Maid, Senior	Supervising the work of the dining room
Dining Room Man (14)	Waiting on table, washing dishes, keeping the dining room in order, etc.

Driver, Truck (2)	Operating and making minor repairs and adjustments on, clean, oil and maintain in good condition, motor trucks of the department; loading, unloading and making records of materials and supplies received and distributed, and performing other related work as required
Farm Hand (12)	Performing general farm and garden work, under supervision
Fireman and Helper (3)	Taking care of and cleaning boilers, pumps, machinery and boiler room; making minor repairs, etc.
Helper, Dairyman's (1)	Feeding, cleaning and caring for stock; milking and caring for milk, etc.
Helper, Painter's	Performing the work of apprentice and assisting journeymen in the trade of painting
Helper, Plumber's and Steamfitter's	Performing the work of apprentice and assisting journeymen in the trades of plumbing and steamfitting
Housemaid (5)	Performing, under supervision, routine domestic tasks, such as scrubbing
Houseman (4)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.
Laborer, Institutional (8)	Performing, under supervision, routine unskilled manual labor
Laundry Worker (5)	Performing, under the direction of others, hand or machine laundering
Nurse, Graduate (6)	Performing, under supervision, routine nursing; keeping the necessary clinical and ward records, etc.
Painter (small salary) (1)	Mixing and applying paints, stains, varnishes and enamels; hanging wall paper and glazing windows; supervising the work of Painter's Helpers, etc.
Photographer, X-Ray (1)	Making exposures on X-Ray plates; arranging X-Ray apparatus and apparatus and accessories; developing X-Ray plates; making prints from X-Ray negatives, etc.
Secretary to Board (1)	Performing general clerical work
Storekeeper	Receiving, storing, inspecting and issuing, on approved requisitions, materials, supplies and equipment; keeping necessary records, making reports, etc.
Teacher of Occupational Subjects (1)	Teaching of occupational subjects, such as sewing, cooking, carpentry, etc.
Watchman (1)	Guarding buildings and other property from fire, theft or other injury or danger during a definite period or watch; tending the fires, etc.

## MANUAL TRAINING AND INDUSTRIAL SCHOOL, FOR COLORED YOUTH

*Unclassified*

Principal

*Exempt Class*

Clerk-Stenographer

Physician, Visiting

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Cook, Senior

Poultryman

*Non-Competitive Class*

Cook (1)

Dairyman (1)

Dining Room Maid, Senior (1)

Farm Hand (4)

Fireman and Helper (1)

*Character of Services*

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Feeding, cleaning and caring for dairy stock; caring for and testing milk

Assigning dining room maids to tables, directing and inspecting their work, etc.

Performing general farm and garden work, under supervision

Taking care of and cleaning boilers, pumps, machinery and boiler room; making minor repairs, etc.

## NEW JERSEY SCHOOL FOR THE DEAF

*Unclassified*Principal, Supervising  
SuperintendentSupervisor, Assistant (Instructor)  
Teachers*Exempt Class*

Dentist

Physician, Visiting

*Reason for Exemption*

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*Baker  
Clerk, Junior  
Clerk-Bookkeeper  
Clerk-Stenographer  
Engineman-in-Charge  
Housekeeper, HeadNurse, Graduate  
Principal Clerk-Business Manager  
Proofreader and Clerk  
Storekeeper  
Supervisor  
Watchman

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Attendant (1)	Performing ministrations to the comfort and well-being of the inmates; aiding in keeping the persons and quarters of inmates in a clean and sanitary condition; directing the inmates in the performance of simple general duties, etc.
Cleaner and Helper (1)	Cleaning, sweeping, dusting, scrubbing, polishing, etc.
Cook (1)	Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.
Dining Room Maid (1)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Dining Room Maid, Senior	Assigning Dining Room Maids to tables, directing and inspecting their work, etc.
Housemaid (3)	Performing, under supervision, routine domestic tasks, such as scrubbing, etc.
Janitor (1)	Assuming responsibility for and performing the cleaning, maintenance and repair work of such part of the building as may be provided with special janitor service
Laborer, Institutional (9)	Performing, under supervision, routine unskilled manual labor
Laundry Worker (1)	Performing, under the direction of others, hand or machine laundering
Laundry Worker, Senior (1)	Supervising the work of the laundry
Librarian, Assistant (1)	Assisting in general library work
Oculist (1)	Caring for the eyes of the students
Repairman, Institutional (1)	Making simple repairs; assisting skilled workmen on institutional repairs, and performing other repair work as assigned
Seamstress (1)	Sewing, making and repairing house linen and clothing
Watchman Night	Guarding the buildings and other property from fire, theft or other injury or danger during a definite period or watch; tending fires, etc.

## STATE NORMAL SCHOOL AT MONTCLAIR

*Exempt Class*

Secretary

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Baker  
 Clerk, Departmental Account  
 Clerk, Senior  
 Clerk-Stenographer  
 Clerk-Stenographer, Junior

Engineman and Head Janitor  
 Fireman and Helper  
 Head Cook  
 Head Housekeeper  
 Librarian, Departmental

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Dining Room Maid (3)	Waiting on table, washing dishes and keeping the dining room in order, etc.
Helper (1)	Assisting about the grounds and buildings
Houseman (3)	Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.
Laborer, Institutional (1)	Performing, under supervision, routine unskilled manual labor
Laundry Worker (2)	Performing, under the direction of others, hand or machine laundering
Lunch Room Maid (1)	Serving of lunch to pupils, assisting with the work of the lunch room, etc.
Lunch Room Maid, Senior (1)	Supervising and directing the work of the lunch room
Treasurer (1)	Having charge of the funds

## STATE NORMAL SCHOOL AT NEWARK

<i>Unclassified</i>	
Principal	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Physician, Examining	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Secretary	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Cleaner and Helper	Janitor
Clerk, Departmental Account	Librarian, Assistant
Clerk and Treasurer, Departmental Account	Librarian, Departmental
Engineman and Head Janitor	Librarian, Junior
Engineman and Helper	Librarian, Normal School
Fireman and Helper	

## STATE NORMAL SCHOOL AT TRENTON

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Inspector, Medical	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Physician, Visiting	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Secretary	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Baker	Fireman and Helper
Carpenter	Gardener
Cleaner and Helper	Housekeeper, Head
Clerk-Bookkeeper	Janitor
Clerk-Bookkeeper, Principal	Janitor, Head
Clerk-Bookkeeper, Senior	Matron
Cook, Head	Office Boy
Engineman, Assistant	Principal Clerk-Business Manager
Engineman-in-Charge	

*Non-Competitive Class*

Baker, Assistant (1)

Cleaner and Helper (1)

Clerk, Stock (1)

Coal Passer (1)

Cook (2)

Dining Room Maid (17)

Dining Room Man (2)

Fireman and Helper, Low Salary (1)

Housekeeper (1)

Housekeeper, Senior (1)

Housemaid (10)

Houseman (4)

Laundry Worker (6)

Lunch Room Helper

*Character of Services*

Assisting in preparation of baked foods, regulating fires in ovens, operating and cleaning baking equipment

Cleaning, sweeping, dusting, scrubbing, polishing, etc.

Receiving, storing and issuing on approved requisitions materials, supplies and equipment; assisting in keeping stock records, etc.

Hauling coal, removing ashes and assisting the firemen in cleaning fires, keeping the boiler room in order, etc.

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of the food supplies, etc.

Waiting on table, washing dishes, keeping the dining room in order, etc.

Waiting on table, washing dishes, keeping the dining room in order, etc.

Taking care of and cleaning boilers, pumps, etc.

Performing general housework, including the care and maintenance of a definitely assigned portion or division

Being responsible for all of the housework

Performing, under supervision, routine domestic tasks, such as scrubbing, etc.

Performing, under supervision, ordinary routine or heavy housework, including scrubbing, kitchen work, etc.

Performing, under the supervision of others, hand or machine laundering

Assisting with the serving of lunch to pupils and with the work of the lunch room

Lunch Room Maid (1)	Performing, under supervision, routine work connected with luncheon arrangements; preparing food, cooking, serving, waiting on tables, washing utensils, sweeping, scrubbing and performing other related work as required
Nurse, Graduate (1)	Performing nursing work incidental to the comfort and safety of the students
Porter (1)	Moving, storing and having custody of trunks and other baggage and performing other domestic work as assigned
Usher	Performing, under supervision, simple routine office work in the institution, and which may involve the performance of simple household duties as assigned

## SUMMER SCHOOL AT COLLINGSWOOD

	<i>Unclassified</i>
Instructor	Principal
Clerk	<i>Competitive Class</i>

## SUMMER SCHOOL AT NEWTON

	<i>Unclassified</i>
Instructor	Principal
Clerk	<i>Competitive Class</i>

## SUMMER SCHOOL AT OCEAN CITY

	<i>Unclassified</i>
Instructor Lecturer	Principal
Clerk	<i>Competitive Class</i>

## SECRETARY OF STATE

	<i>Unclassified</i>
Secretary of State	Assistant Secretary of State
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Clerk to Secretary of State	Clerk to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Clerk	Clerk-Bookkeeper, Senior
Clerk, Assistant	Clerk-Stenographer
Clerk, Assistant Corporation	Clerk-Stenographer, Junior
Clerk, Chief	Clerk-Stenographer, Senior
Clerk, Head	Clerk-Typist
Clerk, Principal	Commission Clerk and Engrosser
Clerk, Senior	Office Boy
Clerk, Vault and Supply Election	Principal Archivist and Genealogist

## STATE HOUSE COMMISSION

*Unclassified*

Members of Commission (Governor, State Comptroller and State Treasurer)

*Exempt Class*

Custodian

*Reason for Exemption*

The position was exempted in view of an opinion from the Attorney General (September 14th, 1914)

*Competitive Class*

Attendant, Visitors'	Engineman-in-Charge
Cabinet Maker	Examiner of Printing
Caretaker	Fireman and Helper
Carpenter	Foreman, Night
Chauffeur	Janitor
Cleaner and Helper	Janitor, Head
Clerk, Guide and Information	Mason
Clerk, Mail	Messenger to Governor
Clerk, Vault and Shipping	Telegraph Operator
Clerk-Bookkeeper	Telephone Operator
Electrician	Utilityman
Elevator Operator	Watchman
Elevator Operator, Senior	

## STATE HOUSE COMMISSION (PURCHASING DEPARTMENT)

*Unclassified*

Purchasing Agent

*Competitive Class*

Assistant Purchasing Agent	Clerk-Bookkeeper, Junior
Auditor	Clerk-Bookkeeper, Principal
Chauffeur	Clerk-Bookkeeper, Senior
Clerk	Clerk-Stenographer
Clerk, Departmental Account	Clerk-Stenographer, Senior
Clerk, File	Clerk-Typist
Clerk, Junior File	Examiner of Printing
Clerk, Principal	Manager, Traffic and Stores
Clerk, Quotation	Office Boy
Clerk, Senior	Warehouseman
Clerk, Senior Statistical	Watchman
Clerk, Statistical	

*Non-Competitive Class*

Watchman (part time) (1)

*Character of Services*

Guarding the warehouse



## COUNTY BOARDS OF TAXATION

*Unclassified*

## Member of Board

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Private Secretary to President of Passaic County Board	Private Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Secretary	Secretary to Board, Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Clerical Assistant and Stenographer	Clerk-Stenographer
Clerk	Messenger
Clerk, Chief	Stenographer
Clerk, Deputy	

*Non-Competitive Class**Character of Services*

Stenographer (Bergen County)	Performing general clerical work
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## BOARD OF TAXES AND ASSESSMENTS

*Unclassified*

## Member of Board

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to Board	Secretary of Board, Section XIII (3), Chapter 156, P. L. 1908
Secretary to President	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Clerk	Draftsman
Clerk, Principal	Draftsman, Engineering
Clerk, Assistant Corporation Tax	Engineer, Chief
Clerk, Head Corporation Tax	Engineer, Assistant Civil
Clerk, Principal Corporation Tax	Engineer, Senior Civil
Clerk-Stenographer	Rodman
Clerk-Stenographer, Senior	Secretary, Field
Clerk-Typist	

## BOARD OF TENEMENT HOUSE SUPERVISION

*Unclassified*

Member of Board	Secretary and Executive Officer
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*Competitive Class*

Clerk	Clerk-Stenographer, Junior
Clerk, Departmental Account	Clerk-Stenographer, Senior
Clerk, Head	Examiner, Plan
Clerk, Principal	Inspector, Chief Tenement House
Clerk (Tenement House Supervision)	Inspector, Clerk
Clerk, Senior (Tenement House Supervision)	Inspector, Junior Tenement House
Clerk-Stenographer	Inspector, Tenement House
	Tenement House Inspector and Photographer

## STATE TREASURER

*Unclassified*

Commissioner of Municipal Accounts      Treasurer

*Exempt Class*

Chief Clerk (Municipal Account)

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

Principal School Fund Clerk

Clerk to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*Auditor  
Auditor, Senior  
Auditor, Traveling  
Cashier  
Clerk  
Clerk, Junior  
Clerk, Senior  
Clerk-Bookkeeper, HeadClerk-Bookkeeper, Principal  
Clerk-Bookkeeper, Senior  
Clerk-Stenographer  
Clerk-Stenographer, Junior  
Clerk-Stenographer, Senior  
Clerk-Typist  
Clerk-Typist, Junior  
Messenger, Bank

## BOARD OF TRUSTEES OF TEACHERS' RETIREMENT FUND

*Unclassified*

Secretary

Board of Trustees

*Exempt Class*

Assistant to Secretary (Teachers' Retirement Fund)

*Reason for Exemption*

The position was exempted on the ground that a Civil Service competitive examination is impracticable for the reason that the duties of the position are involved in a personal knowledge which is possessed by the temporary occupant of the Teachers' Retirement Fund, its history, acquaintance with the beneficiaries, and the fund's operation from the outset

*Competitive Class*Clerk  
Clerk, JuniorClerk-Stenographer  
Clerk-Typist, Junior

## TRENTON BATTLE MONUMENT

*Non-Competitive Class*

Caretaker

*Character of Services*

Operating elevator, and being responsible for the tidiness of the premises

## DEPARTMENT OF WEIGHTS AND MEASURES

*Unclassified*

Superintendent

*Competitive Class*Assistant Superintendent of Weights      Principal Clerk and Secretary  
and Measures

## BERGEN COUNTY

The Civil Service Act was adopted in the County of Bergen by referendum vote, the method prescribed by law, on November 7, 1916.

## DEPARTMENT OF AGRICULTURE

*Unclassified*

Specialist in Home Economics

Superintendent of Farm Demonstration

*Competitive Class*

Clerk-Stenographer

## COUNTY CLERK

*Unclassified*

County Clerk

*Exempt Class*

Clerk to County Clerk

*Reason for Exemption*Clerk to Principal Executive Officer,  
Section XIII (4), Chapter 156, P.  
L. 1908

Deputy County Clerk

Deputy of First Assistant, Section  
XIII (1), Chapter 156, P. L. 1908*Competitive Class*

Clerk  
Clerk, Abstract  
Clerk, Assistant Court and Natural-  
ization Clerk  
Clerk, Chief Registry  
Clerk, Index  
Clerk, Senior Index  
Clerk, Naturalization

Clerk, Assistant Naturalization  
Clerk, Principal  
Clerk-Bookkeeper, Principal  
Clerk-Stenographer  
Clerk-Stenographer, Senior  
Clerk-Typist  
Clerk-Typist, Junior

## COUNTY ENGINEER

*Unclassified*

County Engineer

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Clerk-Stenographer (County Engineer)	Stenographer to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Clerk-Stenographer	Highway Construction Inspector
Draftsman, Engineering	Inspector, Chief Highway Construction
Draftsman, Senior	Rodman
Engineer, Assistant -County	Traffic Officer
Engineer, Junior	
Engineer of Highways	
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Engineering Assistant (2)	Performing, under supervision, simple routine engineering tasks in the office or field

## BOARD OF CHOSEN FREEHOLDERS

*Unclassified*

Clerk of Board of Freeholders	Freeholders
County Counsel	Superintendent of Weights and Measures
County Physician	
County Treasurer	

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Jail Physician	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Secretary (County Counsel)	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Adjuster, County	Elevator Operator
Boiler Operator	Engineman
Bridge Attendant	Engineman, Drawbridge
Bridge Superintendent	Garage Helper
Chauffeur	Inspector and Traffic Officer, Painting
Chauffeur, Administration	Janitor
Clerk, Chief	Janitor, Head
Clerk (County Collector), Head	Manager, County Garage
Clerk, Junior	Repairman, Mechanical
Clerk-Stenographer	Traffic Officer
Clerk-Stenographer, Junior (County Collector)	Truck Driver
Clerk-Stenographer, Senior	Watchman
Custodian	Watchman, Assistant

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Janitress (3)	Cleaning, scrubbing, etc.
Librarian (1)	Taking charge of the library, which may require incidental clerical work
Watchman, Assistant (1)	Relieving regular incumbent at county building and garage

*Labor Class*

Laborer

## BERGEN COUNTY HOME

*Exempt Class*

Supervising Physician

*Reason for Exemption*

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

*Competitive Class*

Farmer  
Matron (Almshouse)  
Superintendent (Almshouse)

Superintendent, Assistant (Alms-  
house)  
Superintendent, County Farm

*Non-Competitive Class*

Matron, Assistant

*Character of Services*

Performing housework, preparing  
meals, etc.

## ISOLATION HOSPITAL

*Exempt Class*

Resident Physician and Bacteriologist

*Reason for Exemption*

Official who must be a physician, Sec-  
tion XIII (5), Chapter 156, P. L.  
1908

*Competitive Class*

Chauffeur

Nurse

*Non-Competitive Class*

Cook (1)

*Character of Services*

Assuming entire direction of all cook-  
ing; receiving and handling food  
supplies and incidental work

Fireman and Helper (1)

Taking care of and cleaning boilers,  
pumps, etc.

Housemaid (1)

Performing, under supervision, rou-  
tine domestic tasks, etc.

Laundry Worker

Performing the more difficult or re-  
sponsible work

Nurse (1)

Performing, under supervision, rou-  
tine nursing

Orderly

Performing, under supervision, ordi-  
nary routine or heavy housework,  
such as scrubbing, kitchen work,  
lifting and moving heavy furniture,  
etc.

Supervisor of Nursing

Directing work of nurses and attend-  
ants

## MOSQUITO EXTERMINATION COMMISSION

*Competitive Class*

Assistant Foreman (Mosquito Ex- termination Commission)	District Inspector
Clerk-Stenographer	Foreman
Clerk-Stenographer, Junior	Junior Engineer
	Superintendent

*Labor Class*

Laborer

## COUNTY ROADS

*Unclassified*

Supervisor of Roads

*Competitive Class*

Chauffeur	Highway Construction Inspector
Clerk	Highway Construction Inspector,
Clerk-Stenographer, Senior	Chief
Engineer of Highway, Assistant	Rodman
Engineer, Junior	Supervising Road Inspector
Enginemman, Steam Roller	Traffic Officer
Foreman Road Construction	Truck Driver
Foreman Road Construction, As-	
sistant	

*Labor Class*

Laborer

## SHERIFF'S OFFICE

*Unclassified*

Sheriff

*Exempt Class**Reason for Exemption*

Under-Sheriff

First Assistant or Deputy, Section  
XIII (1), Chapter 156, P. L. 1908*Competitive Class*

Clerk-Bookkeeper	Deputy Sheriff
Clerk-Bookkeeper, Senior	Guard (Jail)
Clerk-Stenographer	Head Keeper
Cook	Matron
Court Attendant	Stenographer
Court Attendant, Chief	Watchman

## SINKING FUND COMMISSION

*Unclassified*

Secretary

## SURROGATE

*Unclassified*

Surrogate

*Exempt Class**Reason for Exemption*

Deputy Surrogate

Deputy or First Assistant, Section  
XIII (1), Chapter 156, P. L. 1908*Competitive Class*

Clerk	Clerk-Stenographer, Junior
Clerk, Index	Clerk-Stenographer, Senior
Clerk-Stenographer	Clerk-Typist

## ESSEX COUNTY

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The Civil Service Act was adopted in the County of Essex by referendum vote, the method prescribed by law, on November 8, 1910.

### COUNTY AUDITOR'S OFFICE

#### *Unclassified*

County Auditor

#### *Exempt Class*

Secretary to County Auditor

#### *Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

#### *Competitive Class*

Clerk

### BELLEVILLE FREE BRIDGE

#### *Competitive Class*

Attendant, Bridge  
Engineman

Superintendent

### BRIDGE STREET FREE BRIDGE

#### *Competitive Class*

Attendant, Bridge  
Engineman

Superintendent

### CLAY STREET FREE BRIDGE

#### *Competitive Class*

Attendant, Bridge  
Engineman

Superintendent

### JACKSON STREET FREE BRIDGE

#### *Competitive Class*

Attendant, Bridge  
Engineman

Superintendent

### NUTLEY FREE BRIDGE

#### *Competitive Class*

Attendant, Bridge

### PUBLIC BUILDINGS

#### *Competitive Class*

Inspector of Public Buildings

## COUNTY CLERK'S OFFICE

*Unclassified*

County Clerk

*Exempt Class*

Clerk-Stenographer

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

Deputy County Clerk

Deputy to Principal Executive Officer, Section XIII (1), Chapter 156, P. L. 1908

*Competitive Class*

Cashier

Clerk, Document

Clerk

Clerk, Naturalization

Clerk, Assistant Naturalization

Clerk, Senior

Clerk, Chief

Clerk, Senior Court

Clerk, Court

Clerk-Typist, Senior

## COUNTY COUNSEL

*Unclassified*

County Counsel

*Exempt Class*

County Attorney

*Reason for Exemption*

Legal Assistant, Section XIII (2), Chapter 156, P. L. 1908

County Counsel, Assistant

Legal Assistant, Section XIII (2), Chapter 156, P. L. 1908

Secretary

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Law Librarian

Law Stenographer

## COURT HOUSE EMPLOYEES

*Competitive Class*

Carpenter

Janitor

Custodian

Janitor, Head

Elevator Operator

Telephone Operator

Engineer, Chief

Utilityman

Fireman

Utilitywoman

Guard, Female

Watchman

Guide and Information Clerk

*Labor Class*

Cleaner and Helper

## BOARD OF ELECTIONS

*Unclassified*

Member of Board

*Exempt Class*

Clerk

*Reason for Exemption*

Clerk of Board, Section XIII (3), Chapter 156, P. L. 1908



*Competitive Class*

Stenographer

## COUNTY ENGINEER

*Unclassified*

County Engineer

*Exempt Class*

Secretary to County Engineer

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*Engineer  
Engineer, AssistantEngineer, Assistant County  
Engineer, Junior*Labor Class*

Laborer

## BOARD OF FREEHOLDERS

*Unclassified*

Clerk to Board

*Competitive Class*Chauffeur  
Clerk, Assistant

Clerk-Typist

## HOSPITAL FOR CONTAGIOUS DISEASES

*Exempt Class*

Interne

*Reason for Exemption*

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Physician, Resident

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Superintendent

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Superintendent, Assistant Medical

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*Butcher  
Clerk, Principal  
Cook  
Driver, Ambulance  
Engineer  
Engineer, Assistant  
Engineer and Fireman, Assistant  
Engineer, Chief  
Fireman  
Laundry Worker, HeadLaundry Worker, Senior  
Mechanic  
Nurse (Head) and Matron, Assistant  
Nurse and Matron, Head  
Nurses, Supervisor of  
Pathologist  
Pharmacist  
Storekeeper  
Telephone Operator  
Watchman

*Non-Competitive Class*

Cleaner and Helper (4)  
 Coal Passer (2)  
 Cook, Assistant (3)  
 Dining Room Maid (2)  
 Dining Room Maid, Assistant (1)  
 Dining Room Man, Assistant (5)  
 Driver (1)  
 Housemaid (8)  
 Kitchenmaid (1)  
 Kitchenman (2)  
 Kitchenman, Assistant (1)  
 Laundry Worker (7)  
 Nurse, Practical (3)  
 Nurse, Resident (21)  
 Orderly (7)  
 Porter (1)  
 Seamstress (1)

*Character of Services*

Cleaning, scrubbing, etc.  
 Hauling coal, removing ashes, assisting fireman, etc.  
 Assisting in preparing food for patients, employes, etc.  
 Waiting on table, washing dishes, keeping the dining room in order, etc.  
 Assisting in waiting on table, washing dishes, keeping the dining room in order, etc.  
 Assisting in waiting on table, washing dishes, keeping the dining room in order, etc.  
 Driver of vehicles  
 Performing, under supervision, routine domestic tasks, such as scrubbing, etc.  
 Preparing vegetables for cooking; washing and wiping dishes, and performing other related work as required  
 Preparing vegetables for cooking; washing and wiping dishes, and performing other related work as required  
 Assisting in preparing vegetables for cooking; washing and wiping dishes, and performing other related work as required  
 Performing laundry work, under supervision of the Laundryman  
 Performing, under supervision, routine nursing, keeping clinical and ward records, etc.  
 Performing routine ministrations to the comfort and well-being of the sick  
 Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving of furniture, etc.  
 Sweeping, dusting, scrubbing and polishing, caring for lawns, and performing other related work as required  
 Sewing and mending

*Labor Class*

Labor, Institutional

## HOSPITAL FOR INSANE

*Unclassified*

Warden

*Exempt Class*

Physician, First Assistant

*Reason for Exemption*

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Physician, Resident	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Physician, Senior Resident	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Senior Clerk	Clerk to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Superintendent	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Ambulance Driver	Gardener
Ashman	Guide and Information Clerk
Baker	Head of Farm
Baker, Helper	Housekeeper
Barber	Laboratory Assistant
Butcher	Laundry Worker, Head
Carpenter	Mason
Carpenter's Helper	Mattress Maker
Clerk	Operating Room Nurse
Clerk, Chief	Painter
Clerk, Medical Record	Pharmacist
Clerk, Senior	Physician and Pathologist, Assistant
Clerk-Bookkeeper, Principal	Plumber
Clerk-Stenographer, Senior	Steamfitter
Cook, Head	Steward
Electrician	Stock Handler
Electrician's Helper	Storekeeper
Engineer	Superintendent of Grounds
Engineer, Assistant Chief	Superintendent, Plant
Engineer, Chief	Supervisor
Farmer	Supervisor, Assistant
Field Worker	Supervisor, Chief
Fireman	Telephone Operator
Fireman's Helper	Truck Driver
Fire Chief	Watchman
Fire Chief, Assistant	

*Non-Competitive Class*

Attendant (132)
Attendant, Supervising (17)
Caretaker, Home (6)
Cook (13)
Garden Hand (1)

Helper, Plumber's (1)
Helper, Steamfitter's (2)

*Character of Services*

Performing ministrations to the comfort and well-being of the patients
Supervising and performing of ministrations to the comfort and well-being of the patients
Taking care of home
Preparing food for table use
Performing simple garden and lawn operations; preparing the land and plants; planting and caring for vegetables, flowers and shrubbery; harvesting and storing garden crops, etc.
Performing the work of apprentice and assisting journeymen in the trade of plumbing
Performing the work of apprentice and assisting journeymen in the trade of steamfitting

Kitchen Messenger (6)	Doing miscellaneous work about the kitchen
Kitchenman (9)	Preparing vegetables for cooking; washing and wiping dishes, and performing other related work as required
Maid, Dining Room (18)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Nurse (5)	Performing, under supervision, routine nursing, keeping clinical and ward records, etc.
Nurse, Hydro-Therapeutic (1)	Preparing and administering to patients the Hydro-Therapeutic treatment; administering electric treatments; caring for the Hydro-Therapeutic room; caring for sick nurses and performing other related work as required
Seamstress (5)	Sewing, making and repairing house linen and clothing
Seamstress, Senior (1)	Supervising the work of seamstresses
Supervisor, Occupational (4)	Directing and instructing in occupational subjects, such as basketry, crocheting, etc.
Worker, Laundry (11)	Performing laundry work under the supervision of the laundryman
Worker, Senior Laundry	Supervising laundry work

*Labor Class*

Farm Hand	Laborer
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## HOUSE OF DETENTION

*Exempt Class*

Physician

*Reason for Exemption*

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*Guard  
Matron

Superintendent  
Superintendent, Assistant

*Non-Competitive Class*

Cook (1)

*Character of Services*

Preparing food for table use

## JAIL

*Exempt Class*

Physician

*Reason for Exemption*

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Physician, Visiting

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Centerkeeper, Head  
 Chauffeur  
 Clerk, Principal  
 Cook  
 Engineer  
 Engineer, Chief

Guard  
 Laundry Worker, Head  
 Matron  
 Warden  
 Warden, Deputy

*Non-Competitive Class*

Nurse, Resident (1)

*Character of Services*

Performing, under supervision, routine nursing, keeping, clinical and ward records, etc.

## ESSEX AND HUDSON LINCOLN HIGHWAY AND BRIDGES

*Competitive Class*

Attendant, Bridge  
 Captain  
 Engineer  
 Engineer, Assistant  
 Engineer, Chief  
 Essex-Hudson Police

Inspector  
 Roadman  
 Sergeant  
 Superintendent  
 Superintendent, Assistant

*Labor Class*

Basin Cleaner

Laborer

## MOSQUITO EXTERMINATION COMMISSION

*Unclassified*

Commissioner

*Exempt Class*

Secretary

*Reason for Exemption*

Secretary to Commission, Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Clerk-Stenographer  
 Engineer, Consulting  
 Foreman, Labor  
 Inspector

Salt Meadow Field Supervisor  
 Supervisor, Field  
 Utilityman

*Non-Competitive Class*

Chauffeur-Mechanic

*Character of Services*

Working as Chauffeur and Mechanic about three months each year

*Labor Class*

Inspector, Assistant

Laborer

## BOARD OF TRUSTEES OF THE PARENTAL SCHOOL

*Unclassified*

All unclassified (Chapter 90, P. L. 1915)

## PENITENTIARY

*Unclassified*

Warden

*Exempt Class*

Physician, Visiting

*Reason for Exemption*Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

Secretary to Warden

Secretary to Principal Executive Offi-  
cer, Section XIII (4), Chapter 156,  
P. L. 1908*Competitive Class*

Centerkeeper

Industrial Officer and Gardener

Centerkeeper, Head

Industrial Officer, Mason

Chauffeur and Guard

Industrial Officer, Painter

Commissary Officer

Industrial Officer, Shoemaker

Engineer

Industrial Officer, Tailor

Engineer, Steam and Electrical

Matron, Assistant

Guard

Pharmacist

Guard and Cook

Watchman, Night

Guard and Nurse

## COUNTY PHYSICIAN

*Unclassified*

County Physician

## PURCHASING DEPARTMENT

*Unclassified*

Superintendent of Purchasing Department

*Exempt Class*

Secretary

*Reason for Exemption*Secretary to Principal Executive Offi-  
cer, Section XIII (4), Chapter 156,  
P. L. 1908*Competitive Class*

Clerk-Typist

## REGISTER OF DEEDS AND MORTGAGES

*Unclassified*

Register

*Exempt Class*

Deputy Register

*Reason for Exemption*Deputy of Principal Executive Offi-  
cer, Section XIII (1), Chapter 156,  
P. L. 1908*Competitive Class*

Clerk, Chief

Clerk, Record

Clerk, File

Clerk-Stenographer

Clerk, Index

Clerk-Typist

Clerk, Principal

Comparer

Clerk, Principal Index

Custodian of Vault, Assistant

## ROADS AND ASSESSMENTS

<i>Unclassified</i>	
Supervisor	
<i>Competitive Class</i>	
Chauffeur	Inspector, Chief
Clerk	Inspector, Highway Construction
Engineer on Gasoline Roller	Traffic Enumerator
Engineer on Steam Rollers	
<i>Labor Class</i>	
Laborer	

## ESSEX MOUNTAIN SANATORIUM

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Physician, Resident	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Secretary	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Superintendent and Medical Director	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Chauffeur	Fireman
Engineer	Fireman and Helper
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Attendant (1)	Performing routine ministrations to the comfort and well-being of sick, and performing other related attending work as required
Kitchen Maid (1)	Assisting in the preparation of meals, washing dishes, etc.
Laundry Worker (3)	Performing, under supervision, routine unskilled manual labor
Laundry Worker, Head (1)	Assuming charge of and being responsible for the laundry work
Nurse, Resident (1)	Nursing patients under doctor's orders; dispensing nourishment and medicine; keeping patients' ward records, and performing other related work as required
Orderly (2)	Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving furniture, etc.
Porter (1)	Moving, storing and having custody of trunks and other baggage, and performing other domestic work as assigned
Watchman, Night (1)	Guarding public buildings, tending furnace fires, etc.

*Labor Class*

Laborer

## SHERIFF'S OFFICE

*Unclassified*

Sheriff

*Exempt Class**Reason for Exemption*

Private Secretary

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

Under-Sheriff

Because of the peculiarly confidential character of the work and of the multiplicity of duties involved, a Civil Service examination is impracticable

Under-Sheriff

Deputy of Principal Executive Officer, Section XIII (1), Chapter 156, P. L. 1908

*Competitive Class*Clerk, Stenographer  
Clerk, PrincipalCourt Attendant  
Under-Sheriff

## SOLDIERS' BURIALS

*Non-Competitive Class**Character of Services*

Superintendent (1)

Having charge of burials

## SURROGATE'S OFFICE

*Unclassified*

Surrogate

*Exempt Class**Reason for Exemption*

Surrogate, Deputy

Deputy to Principal Executive Officer, Section XIII (1), Chapter 156, P. L. 1908

*Competitive Class*Clerk, Principal  
Clerk, Searching  
Clerk-Stenographer  
Clerk-TypistClerk, Chief Probate  
Clerk, Probate  
Senior Clerk-Stenographer

## COUNTY TREASURER

*Unclassified*

County Treasurer

*Exempt Class**Reason for Exemption*

Private Secretary to County Treasurer

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908



*Competitive Class*

Clerk, Chief

## WEIGHTS AND MEASURES

*Unclassified*

Superintendent

*Exempt Class**Reason for Exemption*

Secretary to Superintendent of Weights and Measures      Secretary to Principal Executive Officer, Section XIII (4). Chapter 156, P. L. 1908

*Competitive Class*

Assistant Superintendent

## HUDSON COUNTY

The Civil Service Act was adopted in the County of Hudson by referendum vote, the method prescribed by law, on November 7, 1911.

## ALMSHOUSE

*Unclassified*

Superintendent

*Exempt Class**Reason for Exemption*

Dentist

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Physician

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Secretary to Superintendent

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Attendant, Male  
Attendant, Night  
Attendant, Chief Day  
Attendant, Fire Drillmaster  
Barber  
Butcher  
Clerk  
Cook  
Druggist  
Engineer  
Fireman

Fireman and Fire Drillmaster  
Laundryman  
Matron  
Matron, Assistant  
Plumber  
Registrar of Burials  
Stableman  
Superintendent, Assistant  
Superintendent, Deputy  
Superintendent, Assistant Deputy  
Watchman

*Non-Competitive Class*

Attendant, Female (13)

Cutter (1)

Nurse (1)

Orderly (1)

Utilityman (1)

*Character of Services*

Performing ministrations to the comfort and well-being of the inmates

Cutting material for clothing

Performing ministrations to the comfort and well-being of the sick

Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving furniture, etc.

Performing odd jobs

## HOSPITAL, FOR INSANE

*Unclassified*

Superintendent, Medical

Warden

*Exempt Class*

Dentist

Physician, Resident

Physician, Visiting

Secretary to Medical Superintendent

*Reason for Exemption*

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Attendant and Fire Drillmaster

Attendant, Assistant Chief Day

Attendant, Male

Attendant, Chief Day

Attendant, Chief Night

Barber

Carpenter

Clerk

Clerk, Record

Cook

Engineer

Farmer

Fireman

Laundress

Laundress, Assistant

Laundryman

Matron

Matron, Assistant

Stenographer and Clerk

Warden, Deputy

*Non-Competitive Class*

Attendant, Female (24)

Orderly (1)

Seamstress (1)

Utilityman (7)

Waitress (1)

*Character of Services*

Performing ministrations to the comfort and well-being of the inmates

Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving furniture, etc.

Sewing and mending

Performing odd jobs

Waiting on table and keeping the dining room in order

## HUDSON COUNTY BOULEVARD

*Unclassified*

Commissioner

*Exempt Class*

Private Secretary to President

*Reason for Exemption*Secretary to Principal Executive Officer, Section XIII (4), Chapter 156  
P. L. 1908*Competitive Class*

Busses, Starter of  
 Captain  
 Caretaker of Trees  
 Chauffeur  
 Chief of Police  
 Clerk  
 Clerk, Assistant  
 Doorman  
 Engineer  
 Engineer, Dynamo  
 Engineer, Steam Roller  
 Fireman  
 Flagger  
 Foreman of Laborers  
 Foreman of Linemen  
 Foreman of Road Repairs  
 Inspector of General Contracts  
 Inspector of Permits

Inspector of Sidewalk Repairs  
 Lamp Repairer  
 Lamp Trimmer  
 Lineman  
 Lineman's Helper  
 Lieutenant of Police Force  
 Mechanician  
 Patrolman of Police Force  
 Rodman  
 Stenographer and Bookkeeper  
 Storekeeper  
 Superintendent  
 Superintendent, Assistant  
 Superintendent of Lighting Plant  
 Supervisor of Lamps  
 Timekeeper, General  
 Transitman

*Labor Class*

Cartman  
 Cleaner, Basin  
 Driver, Line Wagon  
 Laborer

Laborer, Concrete  
 Teamster  
 Tree Trimmer

## BELLEVILLE BRIDGE

*Competitive Class*

Attendant  
 Engineer

Superintendent

## BRIDGE STREET BRIDGE

*Competitive Class*

Attendant  
 Engineer

Superintendent

## CLAY STREET BRIDGE

*Competitive Class*

Attendant  
 Engineer

Superintendent

## FOURTH STREET BRIDGE

*Competitive Class*Attendant  
Engineer

Superintendent

## NEWARK AVENUE BRIDGE

*Competitive Class*Attendant  
EngineerEngineer, Chief  
Superintendent

## PATERSON PLANK ROAD BRIDGE

*Competitive Class*Attendant  
Electrician

Superintendent

*Labor Class*

Basin Cleaner

## COUNTY CLERK

*Unclassified*

County Clerk

*Exempt Class*

Deputy County Clerk

*Reason for Exemption*Deputy of Principal Executive Officer,  
Section XIII (1), Chapter 156,  
P. L. 1908*Competitive Class*

Clerk  
 Clerk, Ancient Records and General  
 Clerk, Assistant Bookkeeper and  
 General  
 Clerk, Assistant Enrollment, Pro-  
 ceedings Cost and General  
 Clerk, Assistant Vault Clerk—Cur-  
 rent Records and General  
 Clerk-Bookkeeper, Disbursement  
 General  
 Clerk, Building Contracts and Gen-  
 eral  
 Clerk, Chief  
 Clerk, Circuit Court and General  
 Clerk, Comparing and General  
 Clerk, Corporation Index and General  
 Clerk, Current Records, General  
 Clerk, Docket Judgment—Common  
 Pleas Docket and General  
 Clerk, Enrollment Proceedings Cost  
 and General

Clerk, Lusk Index and General  
 Clerk, Mechanics' Lien and General  
 Clerk, Messenger and General  
 Clerk, Miscellaneous, Elections and  
 General  
 Clerk, Naturalization  
 Clerk, Naturalization and General  
 Clerk, Quarter Session Clerk—Part  
 I and General  
 Clerk, Quarter Sessions Clerk—Part  
 II and General  
 Clerk, Recognizance and General  
 Clerk, Recording and General  
 Clerk, Retranscribing  
 Clerk, Supreme Court Circuit and  
 General  
 Clerk, Township Taxes, Assistant  
 Costs and General  
 Clerk, Vault Clerk and General  
 Clerk, Vault Clerk—Current Rec-  
 ords and General

## NEW COURT HOUSE AND POWER HOUSE

*Competitive Class*

Carpenter	Helper, Machinist's
Cleaner, Window	Janitor
Cleaner, Vacuum	Keeper, Ground
Cleaners, Foreman of Vacuum	Keeper, Supervising Ground
Clerk to Superintendent	Lawn Man
Custodian	Matron
Dynamo Man	Operator, Telephone
Electrician	Porter
Electrician's Assistant	Porter, Assistant
Electrician, Chief	Stewardess
Elevatorman	Stewardess, Assistant
Engineer	Superintendent
Engineer, Chief	Utilityman
Fireman	Watchman
Hallman	

*Non-Competitive Class*

Cook  
 Cuspidor Cleaner (5)  
 Utilityman (1)

*Character of Services*

Preparing for table use foods and  
 vegetables  
 Cleaning cuspidors  
 Performing odd jobs

*Labor Class*

Woman Cleaner

## BOARD OF ELECTIONS

*Exempt Class*

Chief Clerk

*Reason for Exemption*

Secretary to Board, Section XIII (3),  
 Chapter 156, P. L. 1908

*Competitive Class*

Clerk  
 Clerk, First Assistant

Clerk and Messenger, Assistant

## GENERAL

*Unclassified*

Clerk, Board of Freeholders  
 Counsel, County  
 Engineer, County  
 Physician, County  
 Storekeeper, General  
 Superintendent of Soldiers' and Sail-  
 ors' Burials

Superintendent of Weights and  
 Measures, County  
 Supervisor, County  
 Supervisor of State Roads  
 Treasurer, County

*Exempt Class*

Attorney, County  
 Chaplain, County Farm  
 Counsel, Assistant County

*Reason for Exemption*

Legal Assistant, Section XIII (2),  
 Chapter 156, P. L. 1908  
 Examination is impracticable  
 Legal Assistant, Section XIII (2),  
 Chapter 156, P. L. 1908

Physician, Visiting	Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908
Secretary to the County Engineer	Secretary to Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Secretary to County Physician	Secretary to Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Secretary to Superintendent of Weights and Measures	Secretary to Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Secretary to Supervisor, Private	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Adjuster, County	Engineer, Assistant County
Bookbinder, Court House	Engineer, Field
Bookbinder, Court House, Assistant	Enumerator, Traffic
Chauffeur to County Supervisor	Inspector, Lamp
Chauffeur in Engineering Department	Inspector, Lamp and Meter
Clerk, Board of Freeholders, Assistant	Inspector of Improvements
Clerk, Index	Instrument-man
Clerk in Engineer's Office	Investigator, County
Clerk, Locality Search	Office Boy
Clerk, Map	Physician, Assistant County
Clerk of the Works	Rodman
Clerk, Record (County Physician's Office)	Stenographer and Accountant
Clerk, Senior	Superintendent, County
Draughtsman, County Engineer	Superintendent of Weights and Measures, Assistant
	Transitman

*Non-Competitive Class*

Driver, County Stables (1)  
Utilityman (3)

*Character of Services*

Caring for and driving horses  
Performing odd jobs

*Labor Class*

Cleaner

## BOARD OF HEALTH AND VITAL STATISTICS

*Unclassified*

Commissioner

*Exempt Class**Reason for Exemption*

Clerk	Secretary to Board, Section XIII (3), Chapter 156, P. L. 1908
Counsel	The position necessarily calls for a lawyer, and the duties are of such a nature as to make a Civil Service examination impracticable
Secretary to President of Board of Health	Secretary to Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Bacteriologist  
Bacteriologist, Assistant  
Clerk  
Clerk, Assistant

Clerk, Statistical  
Helper in Laboratory  
Inspector, Health  
Inspector, Plumbing

*Non-Competitive Class*

Cleaner (1)  
  
Porter, Assistant (1)  
Utilityman (1)  
Utilitywoman (1)

*Character of Services*

Cleaning, sweeping, dusting, scrubbing, etc.  
Cleaning  
Performing odd jobs  
Performing odd jobs

## HUDSON COUNTY HOSPITAL

*Unclassified*

Warden

*Exempt Class*

Director, Medical

Interne

*Reason for Exemption*

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908  
Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

*Competitive Class*

Bacteriologist  
Barber  
Clerk-Typist  
Engineer

Fireman  
Superintendent of Nurses  
Watchman

*Non-Competitive Class*

Cook  
  
Cook, Assistant (1)  
Housekeeper  
  
Laundress (1)  
  
Nurse (8)

*Character of Services*

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.  
Assisting in the preparation of food and vegetables, etc.  
Performing general housework, including the care and maintenance of a definitely assigned portion  
Performing, under the direction of others, hand or machine laundering  
Performing routine ministrations to the comfort and well-being of the sick  
Cleaning, etc.  
Performing general helping  
Cleaning, etc.  
Cleaning  
Sewing and mending  
Performing odd jobs

Orderly (3)  
Orderly, Head  
Porter (5)  
Porter, Assistant (7)  
Seamstress (1)  
Utilityman (3)

## HUDSON COUNTY CONTAGIOUS DISEASE HOSPITAL

*Unclassified*

Warden

*Competitive Class*

Superintendent of Nurses

*Non-Competitive Class**Character of Services*

Cook (1)

Preparing for table use foods and vegetables; keeping cooking utensils in a clean and sanitary condition; having general charge of food supplies, etc.

Laundress

Performing, under the direction of others, hand or machine laundering

Nurse (2)

Performing, under supervision, routine nursing

Porter (2)

Cleaning

Porter, Assistant

Assisting in general cleaning

## TUBERCULOSIS HOSPITAL AND SANATORIUM

*Unclassified*

Warden

*Exempt Class**Reason for Exemption*

Consultant in the Eye, Ear, Nose and Throat Department

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Director, Medical

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Physician, Attending

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Physician, Clinic

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

Supervisor of Clinics

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Attendant (Male)

Storekeeper

Chauffeur

Superintendent of Nurses

Chef

Superintendent of Nurses, Night

Engineer

Superintendent of Clinic Nurses

Fireman

Superintendent of Office Nurses

Laundryman

Teacher

Nurse, Clinic

Therapist, Occupational

Nurse, Visiting

Watchman, Night

Stenographer



<i>Non-Competitive Class</i>	<i>Character of Services</i>
Attendant (Female) (23)	Performing ministrations to the comfort and well-being of the patients
Cleaner at Clinic (1)	Cleaning, scrubbing, dusting, etc.
Cook (3)	Preparing for table use foods and vegetables
Driver (1)	Driving horses
Helper, Laundryman's (2)	Helping with the work in the laundry
Housekeeper, Visiting	Supervising and directing the housework
Nurse (9)	Performing ministrations to the comfort and well-being of the sick
Orderly (6)	Performing, under supervision, ordinary routine or heavy housework, such as scrubbing, kitchen work, lifting and moving furniture, etc.
Porter (5)	Cleaning, etc.
Seamstress	Sewing and mending
Utilityman (2)	Performing odd jobs
Cleaner	
	<i>Labor Class</i>

## COUNTY JAIL

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chaplain	Examination is not practicable
	<i>Competitive Class</i>
Attendant	Laundryman
Bookkeeper	Matron
Clerk	Warden
Commissary	Warden, Deputy
Cook	Watchman
Keeper	
	<i>Character of Services</i>
<i>Non-Competitive Class</i>	Assisting with the work of the matron
Matron, Assistant (1)	Playing organ during services, etc
Organist (2)	Performing odd jobs •
Utilityman (1)	

## ESSEX AND HUDSON LINCOLN HIGHWAY AND BRIDGES

	<i>Competitive Class</i>
Bridgeman	Inspector
Engineer	Roadman
Engineer, Chief	Sergeant
Essex-Hudson Police	Superintendent
Foreman	
	<i>Labor Class</i>
Basin Cleaner	Driver

## MECHANICS AND BAKERS

*Unclassified*

Superintendent of Public Works

*Exempt Class*

Chaplain

*Reason for Exemption*

Examination is impracticable

*Competitive Class*

Arboriculturist  
 Baker  
 Blacksmith  
 Boilermaker  
 Carpenter  
 Chauffeur  
 Electrician  
 Fire Custodian  
 Fire Marshal  
 Helper  
 Lamp Trimmer

Machinist  
 Mason  
 Mechanic, General  
 Painter  
 Plasterer  
 Plumber  
 Quarryman  
 Steam Fitter  
 Superintendent, Assistant County  
 Tinsmith

*Non-Competitive Class*

Organist (I)  
 Utilityman (II)

*Character of Services*

Playing organ during services, etc.  
 Performing odd jobs

## MOSQUITO EXTERMINATION COMMISSION

*Exempt Class*

Secretary, Executive

*Reason for Exemption*

Secretary to Commission, Section  
 XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Engineer, Sanitary  
 Inspector  
 Inspector, Chief

Stenographer  
 Superintendent  
 Superintendent, Assistant

*Non-Competitive Class*

Driver, Motor Truck (I)  
 Utilityman (3)

*Character of Services*

Driving truck during mosquito season  
 Attending gasoline engine driven  
 pumps during mosquito season

*Labor Class*

Laborer

## COUNTY OVERSEER'S DEPARTMENT

*Competitive Class*

Gatekeeper  
 Gatekeeper and Fire Drill Master  
 Inspector, Health and Sanitary  
 Overseer, County  
 Overseer, Assistant County

Stableman  
 Surgeon, Veterinary  
 Teamster  
 Watchman at Stable, Night

*Non-Competitive Class*

Harness-maker  
 Utilityman (2)

*Character of Services*

Making and repairing harness  
 Performing odd jobs

*Labor Class*

Driver

## PENITENTIARY

*Unclassified*

Warden

*Exempt Class*

Physician, Visiting

*Reason for Exemption*

Official who must be a physician,  
Section XIII (5), Chapter 156, P.  
L. 1908

Secretary

Secretary to Principal Executive Offi-  
cer, Section XIII (4), Chapter 156,  
P. L. 1908

*Competitive Class*

Barber  
Cook  
Deputy  
Engineer  
Laundryman

Superintendent of Quarry  
Underkeeper  
Underkeeper, Chief  
Underkeeper and Fire Drillmaster  
Watchman

*Non-Competitive Class*

Attendant (2)

*Character of Services*

Having charge over female prison-  
ers; preventing escapes, etc.

Guard, Night (1)

Guarding building at night; prevent-  
ing escapes of prisoners

Matron (1)

Supervising the work of inmates; su-  
pervising the cleaning; receiving  
visitors, etc.

Matron, Assistant (1)

Assisting with the work of the ma-  
tron

Organist (1)

Playing organ during services, etc.

Utilityman (1)

Performing odd jobs

## PURCHASING DEPARTMENT

*Unclassified*

General Purchasing Agent

General Storekeeper

*Exempt Class*

Private Secretary (Storekeeper)

*Reason for Exemption*

Secretary to Principal Executive Offi-  
cer, Section XIII (4), Chapter 156,  
P. L. 1908

Private Secretary (Purchasing  
Agent)

Secretary to Principal Executive Offi-  
cer, XIII (4), Chapter 156, P. L.  
1908

*Competitive Class*

Clerk

Clerk, Receiving

*Non-Competitive Class*

Utilityman (1)

*Character of Services*

Performing odd jobs

## REGISTER'S OFFICE

*Unclassified*

Register of Deeds

*Exempt Class*

Deputy Register

*Reason for Exemption*Deputy, Section XIII (1), Chapter  
156, P. L. 1908*Competitive Class*

Bookkeeper

Clerk, Assistant Map

Clerk

Clerk, Retranscribing

Clerk, Cancellation

Clerk-Typist

Clerk, Document

Clerk-Typist, Junior

Clerk, Fee

Clerk and Telephone Operator, Miscellaneous

Clerk, Index

Copyist, Typewriter

Clerk, Block Index

Machinist

Clerk, Assistant Block Index

Searcher, Title

Clerk, Chief Index

Utilityman

Clerk, Junior

Clerk, Map

*Labor Class*

Janitress

## NEWARK TURNPIKE ROAD

*Competitive Class*

Foreman

Roadman

Inspector

*Labor Class*

Basin Cleaner

Laborer

## PASSAIC RIVER ROAD AND BELLEVILLE PIKE

*Competitive Class*

Foreman

Roadman

Inspector

*Labor Class*

Basin Cleaner

Laborer

## PATERSON PLANK ROAD

*Competitive Class*

Captain, Motorcycle Police

Lieutenant, Motorcycle Police

Chauffeur

Motorcycle Patrolman

Foreman

Roadman

*Non-Competitive Class**Character of Services*

Utilityman (1)

Performing odd jobs

*Labor Class*

Basin Cleaner  
Horse and Cart

Laborer

## SHERIFF'S OFFICE

*Unclassified*

Sheriff

*Exempt Class**Reason for Exemption*

Secretary

Secretary to Department, Section XIII (3), Chapter 156, P. L. 1908  
First Assistant of Executive Officer, Section XIII (1), Chapter, 156, P. L. 1908

Under-Sheriff

Under-Sheriff

On account of the peculiarly confidential character of the work and of the multiplicity of duties involved, a Civil Service examination is impracticable

*Competitive Class*

Bookkeeper

Cashier

Chauffeur

Clerk

Clerk, Advertising and General

Clerk, Chancery

Clerk, Chief

Clerk, Jury

Clerk, Law

Clerk, Naturalization and General

Clerk, Subpoena

Constable (Court Attendant)

Inspector, Chief

Matron

Messenger

Process Server

Stenographer

## SINKING FUND COMMISSION

*Exempt Class**Reason for Exemption*

Secretary

It would be impracticable to obtain a competent person through Civil Service examination to perform this work at the salary to be paid, except in connection with some other official work

## SMALLPOX

*Exempt Class**Reason for Exemption*

Physician

Official who must be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Matron

Warden

*Non-Competitive Class**Character of Services*

Attendant (1)

Performing ministrations to the comfort and well-being of the patients

## SURROGATE'S DEPARTMENT

*Unclassified*

Surrogate

*Exempt Class*

Deputy Surrogate

*Reason for Exemption*Deputy, Section XIII (1), Chapter  
156, P. L. 1908*Competitive Class*Clerk  
Clerk, Chief  
Clerk, Citation  
Clerk, Comparing  
Clerk, Copy  
Clerk, GeneralClerk, Index  
Clerk, Orphans' Court  
Clerk, Probate  
Clerk, Retranscribing  
Messenger  
Recorder

## COUNTY TREASURER

*Unclassified*

County Treasurer

*Competitive Class*Clerk  
Clerk-Stenographer, Senior

Stenographer and Accountant

## MERCER COUNTY

The Civil Service Act was adopted in the County of Mercer by referendum vote, the method prescribed by law, on November 7, 1911.

## OLDEN AVENUE BRIDGE

*Competitive Class*

Bridge Attendant

*Labor Class*

Laborer

## SOUTHARD STREET BRIDGE

*Competitive Class*

Bridge Attendant

## COUNTY CLERK

*Unclassified*

County Clerk

*Exempt Class*

Deputy County Clerk

*Reason for Exemption*

Deputy to Principal Executive Officer, Section XIII (1), Chapter 156, P. L. 1908

*Competitive Class*Clerk  
Clerk, Index  
Clerk, NaturalizationClerk, Principal  
Clerk-Typist  
Clerk-Typist, Senior

## COURT HOUSE COMMITTEE

*Competitive Class*Cleaner and Helper  
Engineman and Head Janitor  
Fireman and Helper  
Fireman and Keeper  
Janitress, AssistantMatron (Court House)  
Messenger  
Telephone Operator  
Watchman

## COUNTY ENGINEER

*Unclassified*

County Engineer

*Exempt Class*

Clerk-Stenographer

*Reason for Exemption*

Stenographer to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*Clerk-Stenographer  
Engineer, Assistant Civil  
Engineer, Junior  
Engineer of Bridges, Assistant  
Engineer of Highways, AssistantEngineering Draftsman  
Inspector, Bridge Construction  
Inspector, Highway Construction  
Rodman

## BOARD OF CHOSEN FREEHOLDERS

*Unclassified*Clerk of Board  
County Physician

Superintendent, Burial of Soldiers

*Competitive Class*Adjuster, County  
Clerk-Stenographer

Clerk-Stenographer, Senior

## LEGAL DEPARTMENT

*Unclassified*

County Counsel

*Competitive Class*

Clerk-Stenographer

Clerk-Stenographer, Senior

## COUNTY ROADS

*Unclassified*

Supervisor of Roads

*Competitive Class*

Assistant Foreman, Road Construc-	Repairman, Road
tion	Truck Driver
Engineman, Steam Roller	Utilityman
Repairman, Mechanical	

*Labor Class*

Road Laborer

## SHERIFF'S DEPARTMENT

*Unclassified*

Sheriff

*Exempt Class*

Under-Sheriff

*Reason for Exemption*

First Assistant to Principal Execu-  
tive Officer, Section XIII (1),  
Chapter 156, P. L. 1908

*Competitive Class*

Centre Keeper  
Clerk-Typist, Senior  
Commissary Officer  
Court Attendant  
Deputy Sheriff  
Guard

Guard, Night  
Guard, Senior  
Matron  
Warden, Jail  
Watchman

## SUPERINTENDENT OF SCHOOLS

*Unclassified*

Superintendent

*Exempt Class*

Clerk-Stenographer

*Reason for Exemption*

Stenographer to Principal Executive  
Officer, Section XIII (4), Chapter  
156, P. L. 1908

## SURROGATE'S DEPARTMENT

*Unclassified*

Surrogate

*Exempt Class*

Deputy Surrogate

*Reason for Exemption*

Deputy of Principal Executive Offi-  
cer, Section XIII (1), Chapter 156,  
P. L. 1908



*Competitive Class*

Clerk-Typist

Clerk-Typist, Senior

## COUNTY TREASURER

*Unclassified*

County Treasurer

*Exempt Class*

Clerk-Stenographer

*Reason for Exemption*

Stenographer to Principal Executive  
Officer, Section XIII (4), Chapter  
156, P. L. 1908

*Competitive Class*

Clerk-Typist

Clerk-Bookkeeper, Senior

## WEIGHTS AND MEASURES

*Unclassified*

Superintendent

## MERCER COUNTY WORKHOUSE

*Competitive Class*

Blacksmith  
Centre Keeper  
Commissary Officer  
Engineman  
Engineman at Crusher  
Farmer  
Farm Officer

Foreman, Quarries and Machinery  
Guard  
Guard, Senior  
Matron  
Quarryman and Blaster  
Tailor  
Warden

*Non-Competitive Class*

Assistant Matron (1)

*Character of Services*

Directing inmates at the Workhouse,  
making of clothing, mending, etc.

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 PASSAIC COUNTY
 

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The Civil Service Act was adopted in the County of Passaic by referendum vote, the method prescribed by law, on November 5, 1912.

## INSANE ASYLUM

*Exempt Class*

Physician

*Reason for Exemption*

Official who must be a physician, Sec-  
tion XIII (5), Chapter 156, P. L.  
1908

Physician, Attending

Official who must be a physician, Sec-  
tion XIII (5), Chapter 156, P. L.  
1908

*Competitive Class*Matron  
Superintendent

Watchman, Night

*Non-Competitive Class*

Nurse (1)

*Character of Services*

Performing ministrations to the comfort and well-being of the sick

## COUNTY CLERK'S OFFICE

*Unclassified*

County Clerk

*Exempt Class*

Clerk-Stenographer

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

Deputy County Clerk

Deputy, Section XIII (1), Chapter 156, P. L. 1908

*Competitive Class*Clerk, Assistant Naturalization  
Clerk-Bookkeeper, Senior  
Clerk, Docket and Court  
Clerk of Election Supplies  
Clerk, Index  
Clerk, Junior  
Clerk, NaturalizationClerk, Principal  
Clerk, Principal court  
Clerk, Senior Index  
Clerk-Stenographer  
Clerk-Typist  
Office Boy

## COUNTY ENGINEER

*Unclassified*

County Engineer

*Exempt Class*

Secretary to County Engineer

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*Chauffeur  
Engineer of Highways  
Engineer of Highways, Assistant  
Engineer, JuniorInspector of Painting  
Mechanic  
Rodman*Non-Competitive Class*Chauffeur  
Engineering Assistant (1)*Character of Services*Driving Automobile  
Performing, under supervision, simple routine engineering tasks in the office or field

## GENERAL

*Unclassified*

Auditor and Comptroller	Physician, County
Clerk for the Board of Freeholders	Superintendent of Schools, County
Counsel, County	Superintendent of Weights and Measures, County
Engineer, County	Treasurer, County
Freeholder	

*Exempt Class**Reason for Exemption*

Clerk, Senior (Auditor's Office)	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Clerk to Superintendent of Schools	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Adjuster, County	Inspector, Bridge
Bookbinder	Inspector of Painting
Bridge Attendant	Janitor of Court House
Chauffeur	Janitor, Head
Custodian of Court House	Librarian, Court
Elevator Operator in Court House	Painter
Engineman and Helper	Watchman

## MOSQUITO EXTERMINATION COMMISSION

*Exempt Class**Reason for Exemption*

Clerk-Stenographer	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
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*Competitive Class*

Clerk	Inspector, Chief
Clerk-Stenographer, Junior	Inspector, District
Driver, Truck	Superintendent
Foreman	

*Non-Competitive Class**Character of Services*

Oiler (1)	Spraying oil where mosquitoes inhabit
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*Labor Class*

Laborer

## REGISTER OF DEEDS AND MORTGAGES

*Unclassified*

Register of Deeds and Mortgages

*Exempt Class**Reason for Exemption*

Clerk	Clerk to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Deputy Register	Deputy, Section XIII (1), Chapter 156, P. L. 1908

*Competitive Class*

Clerk  
 Clerk, Index  
 Clerk, Index Senior  
 Clerk, Junior  
 Clerk, Principal  
 Clerk, Recording

Clerk, Senior  
 Clerk-Bookkeeper  
 Clerk-Typist  
 Clerk-Typist, Junior  
 Office Boy

## ROAD REPAIRS

*Unclassified*

Supervisor of Roads

*Competitive Class*

Chauffeur  
 Engineer  
 Engineman, Steam Roller  
 Foreman  
 Foreman, Road Construction Asst.

Inspector, Highway Construction  
 Repairman, Mechanical  
 Transitman  
 Truck Driver

*Non-Competitive Class*

Chauffeur

*Character of Services*

Driving Automobile

*Labor Class*

Laborer  
 Road Patrolman

Teamster (\$5.50 per day)

## DEPARTMENT OF SHERIFF

*Unclassified*

Sheriff

*Exempt Class*

Under-Sheriff

*Reason for Exemption*

Deputy or First Assistant, Section  
 XIII (1), Chapter 156, P. L. 1908

*Competitive Class*

Clerk, Assistant  
 Clerk, Principal  
 Constable (Court Attendant)  
 Engineman and Head Janitor  
 Engineman and Helper  
 Guard

Keeper, Center  
 Keeper, Head  
 Matron at Jail  
 Officer, Commissary  
 Sheriff, Deputy

## DEPARTMENT OF SURROGATE

*Unclassified*

Surrogate

*Exempt Class*

Deputy Surrogate  
 Private Secretary to Surrogate

*Reason for Exemption*

Deputy, Section XIII (1), Chapter  
 156, P. L. 1908  
 Secretary to Principal Executive Offi-  
 cer, Section XIII (4), Chapter 156,  
 P. L. 1908

*Competitive Class*

Clerk  
Clerk, Junior  
Clerk, Senior Index

Clerk-Typist  
Clerk-Stenographer, Senior  
Office Boy

## UNION COUNTY

The Civil Service Act was adopted in the County of Union by referendum vote, the method prescribed by law, on November 3, 1914.

## COUNTY CLERK

*Unclassified*

County Clerk

*Exempt Class*

Deputy County Clerk

*Reason for Exemption*

Deputy or First Assistant, Section  
XIII (1), Chapter 156, P. L. 1908

*Competitive Class*

Clerk  
Clerk, Court  
Clerk, Deputy  
Clerk, File

Clerk, Assistant Deputy County  
Clerk, Second Assistant Deputy  
County  
Stenographer

## COUNTY DEPARTMENT

*Unclassified*

Auditor  
Clerk, Board of Freeholders  
Collector  
County Attorney  
County Engineer  
County Physician

County Supervisor of Roads  
Freeholders  
Superintendent of Soldiers' Burials  
Superintendent of Weights and  
Measures

*Competitive Class*

Adjuster, County  
Bridge and Road Inspector  
Bridge Tender  
Draughtsman, County Engineer's Department  
Engineer, Assistant  
Engineer, First Assistant (County)  
Engineer, Second Assistant

Rodman  
Stenographer  
Stenographer and Clerk, County Engineer's Office  
Stenographer to Board of Freeholder  
Traffic Officer  
Transitman

*Non-Competitive Class*

Guard, Chief, at Farm (1)  
Guard, Assistant at Farm (1)  
Law Librarian (1)

*Character of Services*

Directing the work of the guards  
Guarding and caring for inmates  
Having charge of law library

*Labor Class*

Road Laborer

## COURT HOUSE EMPLOYES

*Competitive Class*Assistant Custodian  
Custodian  
Elevator Man  
EngineerEngineer, Night  
Matron  
Porter*Labor Class*

Laborer

Scrubwoman

## PUBLIC INSTRUCTION

*Exempt Class*

Stenographer and Typist

*Reason for Exemption*Stenographer to Principal Executive  
Officer, Section XIII (4), Chapter  
156, P. L. 1908

## MOSQUITO EXTERMINATION COMMISSION

*Exempt Class*

Secretary

*Reason for Exemption*Secretary to Commission, Section  
XIII (3), Chapter 156, P. L. 1908*Competitive Class*Foreman  
Inspector  
Inspector, Chief  
Inspector, Assistant ChiefStenographer  
Stenographer and Bookkeeper  
Superintendent*Non-Competitive Class*

Consulting Engineer (1)

*Character of Services*Giving engineering advice on mos-  
quito work*Labor Class*

Laborer

## REGISTER OF DEEDS

*Unclassified*

Register

*Exempt Class*

Deputy Register

*Reason for Exemption*Deputy or First Assistant, Section  
XIII (1), Chapter 156, P. L. 1908*Competitive Class*Abstractor and Recorder  
Clerk-Typist  
Comparer  
Indexer and Office Assistant  
Indexer and Second Office Assistant  
Indexer, Lusk  
Map Clerk  
Map Clerk and Third Office AssistantPen Copyist  
Recorder  
Recopier of Old Records  
Stenographer, Bookkeeper and First  
Office Assistant  
Superintendent, Lusk Index System  
Supervisor, Lusk System  
Typewriter Copyist

## BONNIE BURN SANATORIUM

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Physician, Assistant	Official who must of necessity be a physician, Section XIII (5), Chapter 156, P. L. 1908
Secretary to Superintendent	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
Superintendent and Medical Director	Official who must of necessity be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Chef	Head Farmer
Chief Engineer	Head Nurse and Housekeeper
Day Engineer and Fireman	Housekeeper and Dietitian
Fireman	Night Engineer and Fireman

*Non-Competitive Class**Character of Services*

Attendant (12)	Taking care of patients
Chef, Assistant (1)	Assisting in the preparation of food, preparing special diets, etc.
Chauffeur (1)	Cleaning, washing, oiling freight or ambulance motor vehicles
Cleaner (1)	Cleaning, sweeping, dusting, etc.
Dishwasher (4)	Cleaning of dishes, etc.
Kitchen Help (1)	Assisting in the preparation of meals, washing dishes, etc.
Kitchen Man (4)	Performing kitchen work, scrubbing, etc.
Kitchen Woman (3)	Assisting in the preparation of meals, washing dishes, etc.
Laborer (22)	Performing unskilled manual labor around the institution
Laundress (1)	Performing hand or machine laundering
Laundress, Assistant (2)	Assisting in the performing of hand or machine laundering
Laundryman (1)	Performing hand or machine laundering
Maid (2)	Doing general housework
Nurse (8)	Performing ministrations to the comfort and well-being of the sick
Orderly (2)	Taking care of the wards
Porter (14)	Cleaning
Seamstress (1)	Sewing and mending
Sterilizer	Sterilizing hospital supplies
Store Room Clerk (1)	Receiving, storing and issuing, on approved requisitions, materials, supplies and equipment
Switchboard Operator (1)	Operating switchboard
Utilityman (1)	Performing odd jobs
Waiter (3)	Serving food, waiting on table, cleaning silverware, etc.
Waitress (11)	Serving food, waiting on table, cleaning silverware, etc.
Ward Man (1)	Cleaning wards

## SHERIFF

*Unclassified*

Sheriff

*Exempt Class*

Under-Sheriff

Physician, Jail

*Reason for Exemption*

First Assistant or Deputy, Section XIII (1), Chapter 156, P. L. 1908  
 Official who must of necessity be a physician, Section XIII (5), Chapter 156, P. L. 1908

*Competitive Class*

Clerk

Clerk, Chief

Constable and Court Attendant

Court Attendant in Sheriff's Office

Matron

Stenographer

Stenographer and Typist

Warden

• Warden, First

Watchman

## SURROGATE

*Exempt Class*

Deputy Surrogate

*Reason for Exemption*

Deputy or First Assistant, Section XIII (1), Chapter 156, P. L. 1908

*Competitive Class*

Assistant, First and General

Assistant, Second

Assistant to Surrogate, Copyist and

Recorder, Third

Clerk-Stenographer

Pen-Copyist

## CITY OF EAST ORANGE

The Civil Service Act was adopted in the City of East Orange by referendum vote, the method prescribed by law, on November 8, 1910.

## AUDITOR OF ACCOUNTS

*Unclassified*

Auditor

*Competitive Class*

Bookkeeper

Clerk, Voucher

## DEPARTMENT OF BUILDINGS

*Unclassified*

Inspector

*Competitive Class*

Inspector, Assistant Building

Stenographer and Clerk-Typist



## CITY CLERK

*Unclassified*

City Clerk

*Exempt Class*

Secretary-Treasurer, Sinking Fund Committee

*Reason for Exemption*

Secretary to Committee, Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*Clerk, Deputy City  
Clerk to Sinking Fund Committee  
Dog Warden  
Inspector of DumpsJanitor  
Secretary to Council Committees  
Stenographer

## CITY ENGINEER

*Unclassified*

City Engineer

*Competitive Class*Blacksmith and Steam Roller En-  
gineer  
Clerk  
Engineer  
Engineer, Chief Field  
Engineer, Steam Roller  
Flagger  
Foreman  
Foreman, AssistantInspector  
Mason  
Paver  
Stenographer  
Stenographer and Typist  
Street Inspector  
Superintendent of Road Repairs and  
Maintenance  
Transitman*Non-Competitive Class*Superintendent of Receiving Station  
(1)*Character of Services*Supervising the dumping at a central  
plant*Labor Class*Cartman  
Driver  
LaborerSweeper  
Teamster  
Watchman

## EXCISE COMMISSION

*Exempt Class*

Clerk

*Reason for Exemption*Clerk of Board, Section XIII (3),  
Chapter 156, P. L. 1908

## FIRE DEPARTMENT

*Unclassified*

Chief Engineer

Member of Commission

*Competitive Class*Captain  
Electrician  
Electrician, First Assistant  
Electrician, Second Assistant  
Engineer, AssistantEngineer, Assistant Chief  
Fireman  
Lieutenant  
Lineman, Fire Alarm System

*Non-Competitive Class*  
Clerk (\$10 mo.)

*Character of Services*  
Performing general clerical work

DEPARTMENT OF HEALTH

*Unclassified*

City Physician

Member of Board

*Competitive Class*

Bacteriologist  
Clerk and Stenographer  
Health Officer  
Health Officer, Assistant to the  
Inspector, Chief Sanitary  
Inspector, Plumbing  
Inspector, Sanitary

Nurse, Communicable Disease  
Nurse, Infant Welfare  
Physician, Infant Welfare  
Secretary, Clerk and Stenographer,  
Assistant  
Stableman at Municipal Plant  
Stenographer

*Non-Competitive Class*

Dentist  
Surgeon-Dental Clinic (1)

*Character of Services*

Caring for teeth  
Performing general dental surgery

*Labor Class*

Cleaner

Labor-Scavenger

FREE PUBLIC LIBRARY

*Competitive Class*

Assistant, Junior  
Assistant, Senior  
Head of Department  
Head of Catalogue Department  
Head of Children's Department  
Head of Lending Department  
Janitor  
Librarian

Librarian, Branch  
Librarian, Children's  
Librarian, General Assistant  
Office Assistant  
Stenographer  
Typist and Cataloguer  
Typist

*Non-Competitive Class*

Janitor's Assistant  
Page  
Page and Janitor's Helper

*Character of Services*

Assuming responsibility of keeping  
premises clean  
Messenger work  
Assisting in library

PARKS AND PARKWAYS

*Competitive Class*

Caretaker

*Labor Class*

Laborer

POLICE DEPARTMENT

*Unclassified*

Chief

Member of Board

*Competitive Class*

Clerk  
Detective  
Lieutenant

Patrolman  
Sergeant

## POOR AND ALMS

*Unclassified*

Overseer of Poor

## RECORDER'S COURT

*Unclassified*

Recorder

*Competitive Class*

Clerk, Recorder's

## BOARD OF RECREATION COMMISSIONERS

*Unclassified*

Member of Board

*Competitive Class*

Chief Caretaker  
Secretary and General Custodian

Superintendent

*Non-Competitive Class**Character of Services*

Supervisor (2)  
Supervisor of Boys (1)  
Supervisor of Girls (2)

Supervising out-door sports  
Supervising boys  
Supervising of girls and small children

Supervisor of Girls, Assistant  
Tennis Supervisor

Supervising girls  
Supervising and instructing in lawn tennis

Tennis Instructor (1)  
Tennis Instructor and Assistant Supervisor of Boys (4)

Instructing in playing of tennis  
Supervising and instructing boys in playing tennis and other games

*Labor Class*

Assistant Caretaker

Laborer

## SHADE TREE COMMISSION

*Unclassified*

Member of Commission

*Exempt Class**Reason for Exemption*

Secretary to Commission

Secretary to Commission, Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Foreman

Superintendent

*Labor Class*

Laborer

Water Boy

## DEPARTMENT OF STREET SPRINKLING

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Inspector (1)	Inspecting street sprinkling

## COLLECTOR OF TAXES AND CITY TREASURER

<i>Unclassified</i>	
City Treasurer Collector of Taxes	Custodian of School Funds

<i>Competitive Class</i>	
Clerk	Deputy for Collection of Arrears
Clerk, Chief	Office Assistant
Clerk, General	

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Clerk (1)	Performing general clerical work

## WATER DEPARTMENT

Member of Commission	<i>Unclassified</i>
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary	Secretary of Commission, Section XIII (3), Chapter 156, P. L. 1908

<i>Competitive Class</i>	
Bookkeeper	Fireman
Bookkeeper and Clerk, Head	Foreman
Clerk-Bookkeeper	Inspector
Clerk and Stenographer	Inspector, Chief
Draughtsman	Inspector, Meter
Engineman	Mechanic, Meter
Engineman, Assistant	Mechanic and Meter Setter
Engineman at Pumping Station, Chief	Plumber
Engineer, Assistant	Registrar, Water
Engineer, Principal Assistant	Rodman
Engineer and Transitman, Assistant	Superintendent of Mains and Services
Farm Overseer	Transitman

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Bill Clerk (1)	Making out water tax bills four times a year

<i>Labor Class</i>	
Caulker and Laborer	Repairer
Driver	Repairman and Laborer
Gatekeeper	Reservoir Keeper
Laborer	Teamster
Laborer-Watchman	Water Boy
Mechanic	

## CITY OF ELIZABETH

The Civil Service Act was adopted in the City of Elizabeth by referendum vote, the method prescribed by law, on November 4, 1913.

## DEPARTMENT OF BUILDING

Building Inspector	<i>Unclassified</i>
Assistant to Building Inspector.	<i>Competitive Class</i>
Laborer and Helper	<i>Labor Class</i>

## DEPARTMENT OF PUBLIC BUILDINGS

Clerk	<i>Competitive Class</i>	Custodian of City Hall, Assistant
Custodian of City Hall		Night Watchman of City Hall
Helper (1)	<i>Non-Competitive Class</i>	<i>Character of Services</i>
		Assisting Caretaker of City Hall
Laborer	<i>Labor Class</i>	

## DEPARTMENT OF CHARITIES

Overseer of the Poor	<i>Unclassified</i>
	<i>Competitive Class</i>
City Physician—Upper Wards	Keeper of Almshouse
City Physician—Lower Wards	Matron of Almshouse
Farmer	Superintendent
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Cleaner	Sweeping, polishing, etc.

## CITY CLERK

City Clerk	<i>Unclassified</i>
Commissioner, Assessment	Inspector, License Mayor

*Competitive Class*

Clerk

Stenographer

*Non-Competitive Class**Character of Services*

Dog Warden (1)

Catching unlicensed dogs

Page to City Council (1)

Serving as page during the meetings  
of the City Council

## DOCKS, WHARVES AND PIERS

*Competitive Class*

Dockmaster

*Non-Competitive Class**Character of Services*

Caretaker

Taking care of pier and acting in the  
general capacity of Watchman

Assistant to Dockmaster

Assisting Dockmaster

## DEPARTMENT OF ENGINEERING

*Unclassified*

City Engineer and Surveyor

*Competitive Class*Assistant Surveyor and Assistant En-  
gineer

Attendant at Pumping Station

Attendant in Charge

Draftsman  
Rodman*Non-Competitive Class**Character of Services*

Inspector of Valves

Attending to Sewer Valves in Streets

*Labor Class*

Laborer

## FINANCE

*Unclassified*

Comptroller

*Competitive Class*

Clerk

Deputy Tax Collector

Clerk, Junior

Stenographer

*Non-Competitive Class**Character of Services*

Messenger (1)

Doing Messenger work for the  
Mayor, City Comptroller, City  
Treasurer and City Clerk

Inspector of Dance Halls (1)

Inspecting dance halls

## FIRE DEPARTMENT

*Unclassified*

Commissioner

IO C. S.

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary	Secretary of Commission, Section XIII (3), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Captain	Lieutenant
Chief	Machinist, Department
Chief, Deputy	Superintendent of Fire Alarm
Driver	Superintendent of Fire Alarm, Assistant
Engineer	Utilityman
Extra Man	
Fireman	
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Callman	Taking place of fireman in emergency
Hydrant Inspector	Inspecting hydrants during the winter

## DEPARTMENT OF HEALTH

<i>Competitive Class</i>	
Bacteriologist	Inspector, Plumbing
Clerk-Stenographer	Nurse, Child Hygiene
Clerk-Typist	Nurse, Infant Welfare
Health Officer	Nurse at Parochial School
Health Officer, Assistant	Office Assistant
Inspector	Stenographer
Inspector, Dairy	Superintendent, Isolation Hospital
Inspector, Milk	Warden, Isolation Hospital
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Consultant Ophthalmologist, Othologist and Laryngologist (1)	Giving advice concerning disease of the eye, ear and throat
Diphtheria Nurse, Isolation Hospital	Nursing patients having diphtheria at Isolation Hospital
Extra Nurse, Isolation Hospital	Nursing when emergency requires
Physician, Isolation Hospital (2)	Attending patients at Isolation Hospital
Physician, Parochial School (2)	Attending patients at Parochial Schools
Warden, Smallpox Hospital (1)	In charge of Smallpox Hospital

## LAW DEPARTMENT

<i>Unclassified</i>	
City Attorney	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Assistant to City Attorney	Legal Assistant of Law Department, Section XIII (2), Chapter 156, P. L. 1908
Clerk-Stenographer to City Attorney	Stenographer to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

## PUBLIC LIBRARY

*Competitive Class*

Assistant, Staff	Janitor
Librarian	Janitor-Porter
Librarian, Assistant	Junior Assistant

*Non-Competitive Class*

Janitor (1)

Junior Assistant

Library Assistant (1)

*Character of Services*

Relieving regular men in the evenings

Assisting in library work

Assisting in general library work

*Labor Class*

Laborer

## PARKS AND SHADE TREES

*Labor Class*

Laborer

## POLICE COURT

*Unclassified*

Judge

*Competitive Class*

Clerk

## POLICE DEPARTMENT

*Unclassified*

Police Commissioner

*Exempt Class*

Secretary to Police Commissioners

*Reason for Exemption*

Secretary of Commission, Section XIII (3), Chapter 156, P. L. 1908

*Competitive Class*

Captain	Head of Detective Bureau
Chief of Police	Patrolman
Detective	Sergeant
Detective Sergeant	Stenographer and Typewriter

*Non-Competitive Class*

Janitress

Matron (1)

Police Physician

Scrubwoman (1)

*Character of Services*

Cleaning Second Precinct Station

Being responsible for the care and guarding of female inmates

Medical inspecting

Cleaning Third Precinct Station

## BOARD OF RECREATION COMMISSIONERS

## (PLAYGROUNDS)

*Competitive Class*

Superintendent of Recreation



*Non-Competitive Class*

Assistant (2)  
Checker (2)

Custodian  
Janitor, Assistant (1)  
Janitor (6)  
Janitress  
Matron  
Pianist

Principal (5)  
Substitute  
Teacher (11)

*Character of Services*

Assisting in teaching  
Assisting in checking clothes in cloak rooms or at bath houses; assisting in teaching games, etc.  
Taking care of building  
Assisting in care of building  
Taking care of heating and building  
Taking care of building  
Supervising the basement  
Playing piano for drills, physical exercises, folk and social dancing  
Play instructing  
Relieving regular employes  
Play instructing

## (SOCIAL CENTER)

*Non-Competitive Class*

Assistant (9)  
Attendant (1)  
Checker (1)  
Club Leader, Boys' (1)  
Club Leader, Girls' (Assistant)  
Club Leader, Girls' (1)  
Custodian  
Custodian, Assistant  
Janitor (3)  
Janitor, Assistant (1)  
Matron (1)

Musician (1)  
Pianist (3)  
Principal (2)  
Teacher (5)

*Character of Services*

Assisting in teaching  
Assisting around checking clothes in building  
Leading and supervising  
Assisting leader  
Leading and supervising  
Taking charge of building  
Taking care of building  
Assisting in care of building  
Assisting in care of building  
General supervising, taking care of building, etc.  
Playing music for games, etc.  
Playing piano for drills  
Play instructing  
Play instructing

## SEWERS AND DRAINAGE

*Competitive Class*

Bricklayer  
Foreman

Foreman or Deputy  
Foreman of Sewer Department

*Labor Class*

Laborer

## STREETS AND HIGHWAYS

*Unclassified*

Street Commissioner

*Competitive Class*

Blacksmith  
Carpenter  
Clerk to Street Commissioner  
Foreman, Assistant

Foreman or Deputy  
Inspector  
Timekeeper

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman (1)	General helping
<i>Labor Class</i>	
Driver	Stableman
Driver, Cart	Teamster
Laborer	

## BOARD OF ASSESSMENT AND REVISION OF TAXES

<i>Competitive Class</i>
Draughtsman

## CITY TREASURER

<i>Unclassified</i>	
City Treasurer	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Assistant City Treasurer	Position of a confidential character, and for which a Civil Service ex- amination would be impracticable
<i>Competitive Class</i>	
Clerk	

## WEIGHTS AND MEASURES

<i>Competitive Class</i>
Sealer of Weights and Measures

## BOARD OF PUBLIC WORKS

<i>Unclassified</i>	
Commissioner	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Clerk to Board	Clerk to Board, Section XIII (3), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Assistant Foreman	Inspector, Traffic
Inspector	Secretary-Stenographer
Inspector, Street and Pavement	Stenographer
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Supervisor of Public Markets (2)	Supervising public markets three days each week

## CITY OF JERSEY CITY

The Civil Service Act was adopted in Jersey City by referendum vote, the method prescribed by law, on November 7, 1911.

### DEPARTMENT OF PUBLIC AFFAIRS (BUILDING DEPARTMENT)

#### *Competitive Class*

Clerk and Custodian of Building	Inspector, Chief
Code Records	Inspector of Masonry
Clerk to Superintendent of Buildings	Superintendent of Buildings
Inspector	

### (DIVISION OF CHILD HYGIENE)

#### *Competitive Class*

Chief, Division of Child Hygiene	Physician
Clerk, Record	Physician, Assistant
Inspector, Medical	Physician, Attending
Nurse, Public Health	Physician at Milk Station, Assistant to
Nurse, Supervising	

#### *Non-Competitive Class*

#### *Character of Services*

Cook (1)	Preparing for table use foods and vegetables
Utilityman (1)	Performing odd jobs

#### *Labor Class*

Cleaner

### (DEPARTMENT OF CITY CLERK)

#### *Unclassified*

City Clerk	Examining Engineer
City Marshal	

#### *Competitive Class*

Clerk	Searcher
Clerk, Assistant to	Stenographer
Clerk-Stenographer, Senior	Stenographer and Clerk
Driver, Ambulance	Stenographer and Typewriter
Investigator	Superintendent of Municipal Relief, Assistant
Investigator and Assistant to Superintendent of Poor	Superintendent of Poor
Messenger	Superintendent of Poor, Assistant

#### *Non-Competitive Class*

#### *Character of Services*

Repairman (2)	Repairing of all electrical material
Utilityman (6)	Performing odd jobs

#### *Labor Class*

Cleaner

Janitrix

## (EXECUTIVE DEPARTMENT)

*Unclassified*

Mayor

*Exempt Class**Reason for Exemption*

Deputy to Director of Public Affairs	The incumbent acts in the capacity of a confidential assistant to the Mayor, so that a Civil Service examination is impracticable
Secretary to the Mayor	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Stenographer

## BOARD OF HEALTH (SANITATION)

*Competitive Class*

Assistant, General	Inspector, Plumbing
Chemist	Inspector, Chief Plumbing
Chemist, City	Inspector, Sanitary
Clerk	Inspector and Stenographer, Sanitary
Clerk and Registrar	Investigator, Health
Clerk, General	Laboratory Assistant
Clerk, Permit	Nurse, Public Health
Clerk, Record	Nurse, Supervising
Dentist	Plumber
Health Officer, Deputy	Stenographer
Health Officer and Secretary	Superintendent, Bureau of Complaints
Inspector, Health	Superintendent, Bureau of Contagious Diseases
Inspector, Medical	Superintendent, Health Bureau
Inspector, Chief Milk	Supervisor, Night
Inspector, Milk	

*Non-Competitive Class**Character of Services*

Scow Captain (1)	Receiving permits from scavengers when depositing human feces in the scow; watching the boat and pumping out liquids formed in the hold
Utilityman (6)	Performing odd jobs

*Labor Class*

Driver

## (CITY HOSPITAL)

*Exempt Class**Reason for Exemption*

Radiographer	The position requires a special and peculiar qualification, so that a Civil Service examination would be impracticable
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*Competitive Class*

Anæsthetist	Housekeeper, Nurses Home
Butcher	Laundress, Head
Carpenter	Laundryman, Assistant
Chauffeur	Laundryman
Chauffeur and Mechanic	Matron
Chauffeur and Assistant Mechanic	Nurse, Public Health
Chauffeur and Utilityman	Nurse, Head Obstetrical
Chauffeur and Utilityman, Assistant	Nurses, Instructor of
Chef	Nurse, Supervising
Cleaner, Head	Nurses, Supervisor of
Clerk	Painter
Clerk, Chief	Pharmacist, Assistant
Clerk, Record	Stenographer
Clerk, Statistical	Stenographer to Medical Director
Clerk and Stenographer, Assistant	Superintendent
Clerk and Telephone Operator, Assistant	Superintendent, Assistant
Clerk and Typist	Superintendent, Assistant to
Cook	Superintendent, Laundry
Dentist	Superintendent of Nurses
Dietitian	Superintendent of Nurses, Assistant
Director, Dental Hygiene Clinic	Superintendent of Training School
Director, Medical (of Jersey City)	Superintendent, Night
Druggist	Supervisor, Day
Engineer	Supervisor, Night
Engineer, Supervising	Telephone Operator
Fireman	Telephone Operator, Night
Foreman, Laundry	Telephone Operator and Clerk
Helper, Storeroom	Washer in the Laundry

*Non-Competitive Class*

Attendant (1)  
 Assistant Cook  
 Cook (5)  
 Elevator Runner (1)  
 Driver, Ambulance (1)  
 Help, Kitchen (11)  
 Help, Laundry  
 Interne (16)  
 Laundress (15)  
 Nurse (44)  
 Nurse, Male (1)  
 Orderly (40)  
 Porter (1)  
 Seamstress (4)  
 Utilityman (32)  
 Waitress (12)

*Character of Services*

Performing routine ministrations to the comfort and well-being of the sick  
 Preparing for table use foods and vegetables  
 Preparing for table use foods and vegetables  
 Operating Elevator  
 Driving horse ambulance  
 Assisting in preparation of meals, washing dishes, etc.  
 Performing laundry work, under supervision  
 Assisting in the details of medical work  
 Performing hand or machine laundry work  
 Performing routine ministrations to the comfort and well-being of the sick  
 Performing ministrations to the comfort and well-being of the sick  
 Cleaning, etc.  
 Cleaning, etc.  
 Sewing and mending  
 Performing odd jobs  
 Waiting on table, keeping dining-room in order, etc.

*Labor Class*

Cleaner

Laborer

## (ISOLATION HOSPITAL)

*Competitive Class*

Supervising Nurse

*Non-Competitive Class**Character of Services*

Cook, Assistant (1)

Assisting cook in preparation of foods

Cook (1)

Preparing for table use foods and vegetables

Laundress (1)

Performing hand or machine laundering

Nurse, Assistant (1)

Performing, under supervision, routine nursing

Nurse (4)

Performing ministrations to the comfort and well-being of the sick

Utilityman (1)

Performing odd jobs

Waitress (1)

Waiting on table, washing dishes, etc.

*Labor Class*

Cleaner

## (FREE PUBLIC LIBRARY)

*Competitive Class*

Assistant, General

Driver

Attendant, Desk, and General Assistant

Engineer

Attendant, Children's Room

Janitrix

Attendant, Reference Room

Librarian

Attendant, Reading Room, and Registry Clerk

Librarian, Assistant

Cataloguer and General Assistant

Librarian, Branch

Cataloguer, Chief and Branch Librarian

Operator, Elevator

Clerk, Office

Secretary

Superintendent of Stations

Utilityman, General

Watchman

*Non-Competitive Class**Character of Services*

Attendant, Night

Attending in reading room at night

Janitor

Cleaning, etc.

Janitor and General Utilityman (1)

Cleaning and performing odd jobs

Utilityman, General (2)

Performing odd jobs

*Labor Class*

Charwoman

Cleaner, Window

Cleaner

## DEPARTMENT OF PARKS AND PUBLIC PROPERTY

*Unclassified*

Director

## (COLES STREET BATHS)

*Competitive Class*Attendant  
FiremanFireman and Pipe Fitter  
Superintendent

## (FOURTEENTH AND ERIE STREET BATHS)

*Competitive Class*Attendant  
Bath Attendant and FiremanFireman  
Fireman and Pipe Fitter

## (CITY HALL)

*Competitive Class*Clerk  
Elevator Runner  
Engineer  
Fireman  
HallmanJanitor  
Operator, Telephone  
Porter  
Watchman  
Wireman, Electrical*Non-Competitive Class*

Utilityman

*Character of Services*

Performing odd jobs

*Labor Class*Cleaner  
Laborer

Laundress

## (HARBOR BOARD)

*Exempt Class*

Engineer

*Reason for Exemption*

Requires qualification not readily discernible through a competitive examination

*Competitive Class*Superintendent, South Cove  
Watchman

Wharfinger

*Non-Competitive Class*

Utilityman (1)

*Character of Services*

Performing odd jobs

## (PARKS)

*Unclassified*

Director of Parks and Public Property

*Exempt Class*

Secretary to Director

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Attendant, Bath  
Carpenter  
Clerk, Assistant  
Draftsman, Architectural  
Draftsman, Mechanical  
Finisher, Concrete  
Foreman and Timekeeper  
Gardener

Instructor, Industrial Recreation  
Instructor, Playground  
Mason  
Painter, Sign  
Plasterer  
Stenographer  
Supervisor of Playgrounds

*Non-Competitive Class*

Helper, Carpenter's (2)

Helper, Mason's (3)

Helper, Painter's (1)

Hod Carrier (1)

Utilityman (20)

*Character of Services*

Performing the work of apprentice  
and assisting journeyman in the  
trade of carpentry  
Performing the work of apprentice  
and assisting journeymen in the  
trade of masonry  
Performing the work of apprentice  
and assisting journeymen in the  
trade of painting  
Carrying mortar, bricks, etc.  
Performing odd jobs

*Labor Class*

Laborer  
Laborer, Concrete

Tree Trimmer

## (CITY PLANNING)

*Competitive Class*

Clerk, Chief  
Expert Engineer-Assistant Secretary  
Expert Stenographer-Typewriter

Inspector of Buildings  
Messenger

## (SHADE TREE DEPARTMENT)

*Competitive Class*

Arboriculturist  
Architect, Landscape  
Carpenter  
Clerk  
Foreman  
Foreman, Assistant  
Foreman and Timekeeper  
Forester and Secretary, City

Gardener  
Inspector  
Mason  
Mason and Bricklayer  
Matron  
Painter  
Superintendent, Park  
Workman, General

*Non-Competitive Class*

Helper, Carpenter's

Helper, Mason's (1)

Nurseryman (1)

Shopman

Utilityman (28)

Utilitywoman (1)

*Character of Services*

Performing the work of apprentice  
and assisting journeymen in the  
trade of carpentry  
Performing the work of apprentice  
and assisting journeymen in the  
trade of masonry  
Taking care of trees, shrubbery, etc.  
Working in shop  
Performing odd jobs  
Performing odd jobs



*Labor Class*

Driver  
Keeper, Park  
Laborer

Laborer, Concrete  
Runner, Concrete Machine  
Trimmer, Tree

## DEPARTMENT OF REVENUE AND FINANCE

## (DIVISION OF THE AUDITOR OF THE SCHOOL DISTRICT)

*Competitive Class*

Clerk of Claims, Auditing  
Examiner of Claims

Utilityman

## (COMMISSION ON BUILDING DISTRICTS AND RESTRICTIONS)

*Exempt Class*

Secretary

*Reason for Exemption*

The position called for duties and qualifications such as could not be ascertainable through a competitive examination

*Competitive Class*

Investigator

## (COLLECTOR'S OFFICE)

*Unclassified*

City Collector  
Collector of Personal Taxes in Ar-  
rears

Deputy Personal Tax Collector

*Competitive Class*

Auditor of Receipts  
Clerk  
Clerk, Chief  
Clerk, Control  
Clerk, General  
Clerk, Ledger

Clerk, Search  
Clerk, Assistant Search  
Clerk-Stenographer, Senior  
Custodian of Records  
Searcher  
Stenographer

## (COMPTROLLER)

*Competitive Class*

Auditor of Receipts  
Accountant in Department of Reve-  
nue and Finance, Chief  
Bookkeeper  
Clerk  
Clerk, Chief  
Clerk, Record

Clerk-Stenographer  
Clerk-Stenographer, Senior  
Custodian of Records  
Investigator of Tax Titles  
Searcher  
Statistician

## (EXECUTIVE OFFICE)

*Unclassified*

Director

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy to Commissioner	This position is of a confidential character and of such a nature that a Civil Service examination would be impracticable
Private Secretary	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Clerk-Stenographer, Senior	Messenger
Map Draughtsman and Computer	Stenographer
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman	Performing odd jobs

## (JITNEY TRAFFIC BUREAU)

<i>Competitive Class</i>	
Clerk	Supervisor of Jitneys, Mechanical
Jitney Starter	Supervisor of Jitney Service
Jitney Starter, Assistant	Supervisor of Jitney Service, Night

## (LABOR BUREAU)

<i>Competitive Class</i>	
Clerk, Placement	Investigator
Clerk, Statistical	Superintendent of Labor and Employment Bureau
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman (1)	Performing odd jobs

## (DEPARTMENT OF LAW)

<i>Unclassified</i>	
Corporation Counsel	Corporation Counsel, Second Assistant
Corporation Counsel, First Assistant	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Legal Assistant	Legal Assistant, Section XIII (2), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Claim Agent and Investigator	Stenographer
Clerk to Corporation Counsel	Stenographer and Typewriter
Clerk-Stenographer, Senior	

## (PURCHASING DEPARTMENT)

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Purchasing Agent General Storekeeper	The incumbents of these positions are not subject to any single Commissioner, being subject only to the entire Commission, and that the duties and responsibilities are of such a character as to render it impracticable to fill the positions through competitive examinations
<i>Competitive Class</i>	
Clerk Clerk, Record Clerk, Senior	Clerk-Stenographer, Senior Stenographer Stenographer and Clerk

## (SINKING FUND COMMISSION)

	<i>Unclassified</i>	
Member		
	<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary		Secretary to Board, Section XIII (3), Chapter 156, P. L. 1908

## (TAX DEPARTMENT)

*Unclassified*

Commissioner	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to Board of Tax Assessors	Secretary to Board, Section XIII (3), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Appraiser	Investigator, Special
Artist, Map Letterer	Sub-Assessor
Clerk	Surveyor, Assistant
Clerk, Chief	Tracer, Map
Clerk, Deputy Chief	

## (CITY TREASURER'S OFFICE)

<i>Competitive Class</i>	
Accountant, Chief in Department of Revenue and Finance	Cashier Clerk

## DEPARTMENT OF PUBLIC SAFETY

*Unclassified*

Director

*Exempt Class*

Deputy Director

*Reason for Exemption*

The duties attached to this position are of a confidential nature and of such a character as would make a Civil Service examination impracticable

Secretary to Director

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Chemist

Physician, City

Clerk

Stenographer

Clerk, Record

Wireman, Electrical

*Non-Competitive Class**Character of Services*

Utilityman (2)

Performing odd jobs

## (FIRE DEPARTMENT)

*Exempt Class**Reason for Exemption*

Chaplain

Civil Service examination would be impracticable

*Competitive Class*

Captain

Inspector of Combustibles and Fire Risks, Assistant

Chemist

Lieutenant

Chief, Battalion

Lineman, Telegraph

Chief, Deputy

Mechanic

Clerk

Superintendent of Repairs

Clerk, Chief

Superintendent of Repairs, Assistant

Clerk, Assistant Chief

Superintendent of Fire Alarm Telegraph

Engineer

Superintendent of Fire Alarm Telegraph, Assistant

Engineer, Assistant

Engineer, Chief

Examiner, Medical

Veterinary and Inspector of Horses in all City Departments

Fireman

Woodwork Foreman

Harness Maker

Inspector of Combustibles and Fire Risks

*Non-Competitive Class**Character of Services*

Utilityman (1)

Performing odd jobs

*Labor Class*

Laborer, Assistant

## (POLICE DEPARTMENT)

*Unclassified*

Police Court Judge

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Chaplain	Examination is impracticable

*Competitive Class*

Attendant, Court	Lineman
Captain	Lieutenant
Chauffeur	Matron
Chief of Police	Mechanic
Clerk	Patrolman
Clerk, Assistant Chief	Photographer
Clerk, Chief	Physician, City
Clerk, Court	Rounds-Sergeant
Clerk, Department	Rounds-Sergeant and Assistant Drill
Clerk of Pawnshop Records	Master
Clerk, Property	Sign Painter and Letterer
Clerk, Record	Stenographer
Doorman	Superintendent, Signal System
Drill Master	Superintendent of Weights and Measures
Driver, Patrol	Superintendent of Weights and Measures, Assistant
Examiner, Medical	Surgeon
Foreman, Stable	Surgeon, Assistant Police
Inspector	Telephone Operator
Inspector, Amusement	
Interpreter	
Investigator	

*Non-Competitive Class*

Janitress (11)  
Utilityman (1)

*Character of Services*

Cleaning station  
Performing odd jobs

*Labor Class*

Laborer, Assistant

DEPARTMENT OF STREETS AND PUBLIC IMPROVEMENTS  
(BUREAU OF ASSESSMENTS)

*Unclassified*

Commissioner of Assessments

*Exempt Class*

Secretary to Commissioner of Assessments

*Reason for Exemption*

Secretary to Board, Section XIII  
(3), Chapter 156, P. L. 1908

*Competitive Class*

Clerk and Draughtsman

## (ENGINEERING BUREAU)

*Competitive Class*

Chainman	Engineer, First Assistant, and Superintendent of Maintenance
Chauffeur	Engineer, Mechanical
Draftsman	Engineer, Second Assistant Chief
Draftsman, Mechanical	Inspector
Engineer, Assistant to	Rodman
Engineer, Civil	Stenographer
Engineer, Chief, and Superintendent of Maintenance	Transitman

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman (6)	Performing odd jobs

## (EXECUTIVE OFFICE)

<i>Unclassified</i>	
Director	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy Director	Position of a confidential character and a Civil Service examination is impracticable
<i>Competitive Class</i>	
Clerk, Chief, of Department	Stenographer
Clerk, General	Utilityman

## (BUREAU OF REMOVAL OF GARBAGE AND ASHES)

<i>Competitive Class</i>	
Inspector of Removal of Garbage and Ashes	Inspector, Assistant Garbage

## (BUREAU OF SEWERS AND BASINS)

<i>Competitive Class</i>	
Foreman of Laborers	Sewer Man
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Utilityman (1)	Performing odd jobs
Watchman (1)	Guarding
<i>Labor Class</i>	
Driver	Laborer

## (BUREAU OF SIDEWALKS)

<i>Competitive Class</i>
Sidewalk Inspector

## (BUREAU OF STREET CLEANING)

<i>Competitive Class</i>	
Clerk	Inspector
Clerk, Chief	Superintendent, Assistant
Clerk, Assistant Chief	Superintendent, Assistant to
Foreman	Timekeeper
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Repairman (5)	Making repairs
Utilityman (1)	Performing odd jobs

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*Labor Class*Driver  
LaborerStableman  
Washer and Cleaner

## (BUREAU OF STREET LIGHTING)

*Competitive Class*

Inspector of Lamps

Inspector of Lamps, Assistant

*Non-Competitive Class*

Utilityman (1)

*Character of Services*

Performing odd jobs

## (BUREAU OF STREET REPAIRS)

*Competitive Class*Chauffeur  
Clerk, Chief  
Foreman  
Inspector  
MasonPaver  
Rammer  
Superintendent, Assistant  
Superintendent, Street Repairs and  
Sewer Reconstruction*Non-Competitive Class*

Utilityman (6)

*Character of Services*

Performing odd jobs

*Labor Class*Driver  
Laborer

Stableman

## (BUREAU OF WATER)

*Competitive Class*Adviser and Bacteriologist, Sanitary  
Assessor, Water  
Blacksmith  
Bookkeeper  
Bookkeeper, Head  
Bricklayer  
Carpenter  
Carpenter, Foreman  
Caulker  
Chauffeur  
Chemist  
Clerk  
Clerk, Bill  
Clerk, Chief Bill  
Clerk, Permit  
Draftsman  
Draftsman, Architectural  
Draftsman to Water Assessor  
Engineer  
Engineer, Assistant  
Engineer in Charge of Belleville  
Pumping StationInspector, Hydrant  
Inspector, Foreman Hydrant  
Inspector, Chief Sanitary  
Inspector, Special  
Inspector, Chief Special  
Inspector and Meter Reader  
Inspector of Meters, Chief  
Inspector of New Water Works  
Inspector, Pipe Line  
Inspector of Steel Works  
Machinist  
Mechanic, General  
Meter Reader  
Meter Reader, Chief  
Meter Tester  
Painter  
Paver  
Plumber  
Plumber, Foreman  
Rammer  
Registrar, Water  
Registrar, Deputy Water

Engineer in Charge of High Service Pumping Station	Repairman, General
Engineer, Mechanical, and Engineer of Construction	Stenographer
Engineer, Pipe Line Construction	Storekeeper
Engineer, Sanitary	Superintendent, Assistant to
Foreman	Superintendent of Repairing and Laying Water Pipes
Foreman, Bureau of Motor Vehicles	Superintendent of Meter Testing Department
Gatekeeper, High Service Gate House	Tanner
Gatekeeper, Assistant, High Service Gate House	Tapper, Assistant
Helper, Blacksmith's	Teamster
Inspector	Turnoff and Collector
Inspector, Asphalt Repairs	Utilityman
	Watchman, Boonton Water Works

*Non-Competitive Class*

Repairman (3)  
 Utilityman (8)  
 Utilitywoman (1)  
 Watchman, Night (1)

*Character of Services*

Making repairs  
 Performing odd jobs  
 Performing odd jobs  
 Guarding

*Labor Class*

Driver  
 Laborer  
 Pipe Walker  
 Rock Man

Stableman  
 Washer and Cleaner  
 Workman, General

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## CITY OF NEWARK

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The Civil Service Act was adopted in the City of Newark by referendum vote, the method prescribed by law, on November 8, 1910.

## DEPARTMENT OF PUBLIC AFFAIRS

## (ALMSHOUSE)

*Competitive Class*

Carpenter	Matron
Clerk-Typist	Nurse, Resident
Cook, Head	Nurse, Visiting
Engineer	Painter
Engineer, Steam	Physician, Visiting
Engineer, Steam and Electrical	Plumber
Farmer	Superintendent, Almshouse
Fireman	Utilityman
Helper, Boiler Room	Watchman

*Non-Competitive Class*

Driver (1)  
 Farm Hand (2)  
 Orderly (1)  
 Seamstress (1)

*Character of Services*

Driving supply wagon  
 Performing general farm and garden work  
 Performing general helping  
 Sewing and mending



## (PUBLIC BATHS)

*Competitive Class*

Attendant  
Attendant, Life Guard  
Chauffeur and Mechanic  
Engineer

Fireman  
Manager, Business  
Superintendent, Assistant  
Superintendent, Public Baths

*Labor Class*

Cleaner and Helper

## (CAMP NEWARK)

*Non-Competitive Class**Character of Services*

Cook (2)	Preparing, for table use, foods and vegetables
Helper, Kitchen (1)	Assisting in the preparation of meals, washing dishes, etc.
Laundry Worker (1)	Performing, under supervision, hand or machine laundering
Maid, Dining Room (1)	Waiting on table, washing dishes, keeping the dining room in order, etc.
Matron (1)	Having general supervision over and care of the dormitories, kitchen and dining rooms, and performing other related work as required
Physician (1)	Giving general medical and surgical aid
Playground Director (3)	Supervising and directing recreation activities for children, and performing other related work as required
Porter (2)	Sweeping, dusting, scrubbing and polishing, caring for lawns, and performing other related work as required
Social Investigator (2)	Investigating and reporting upon the economic, social and home conditions in a given section of the city; giving advice and assistance in the improvement of living conditions, and performing other related work as required
Watchman (1)	Guarding public buildings and other property from theft, fire or other danger or injury during a definite period or watch

## (EMPLOYMENT BUREAU)

*Competitive Class*

Clerk  
Clerk-Stenographer  
Examiner

Operator, Telephone  
Supervisor of Soldiers' and Sailors' Aid Bureau

## (MUNICIPAL FOOD BUREAU)

*Competitive Class*

Clerk, Milk Depot

## Laborer

*Labor Class*

## (BUREAU OF HEALTH)

*Competitive Class*

Apothecary	Inspector, Chief Plumbing
Apothecary, Assistant	Inspector, Food and Drug
Attendant, Laboratory Division	Inspector, Health
Attendant, Venereal Clinic	Inspector, Meat
Bacteriologist	Inspector, Milk
Bacteriologist, Assistant	Inspector, Plumbing
Chauffeur	Inspector, Sanitary
Chemist	Janitor
Clerk	Laboratory, Assistant
Clerk-Bookkeeper	Nurse, Record
Clerk-Stenographer	Nurse, School
Clerk-Typist	Nurse, Visiting
Custodian, Night	Officer, Health
Dentist	Operator, Multigraph
Director, Contagious	Physician, Clinic
Director, Infant Hygiene	Physician, District
Director, Pathological Laboratory	Physician, Health
Director, Tuberculosis Division	Porter
Director, Venereal Diseases, Assistant	Psychiatric Social Worker
Inspector, Chief	Telephone Operator
Inspector, Chief Sanitary	Veterinarian
Inspector, Chief Food and Drug	

*Non-Competitive Class*

Assistant, Laboratory (1)

Janitor (4)

Masseuse (1)

Masseur (2)

Pathologist, \$600 (1)

*Character of Services*

Preparing and keeping in order laboratory equipment for use by the technicians and physicians; performing other related work as required

Doing general cleaning and sweeping, moving furniture, and performing other related janitorial work

Massaging

Massaging

Performing odd jobs

Cleaner and Helper

*Labor Class*

## (CITY HOME)

*Competitive Class*

Bandmaster	Industrial Officer—Shoemaking
Clerk	Industrial Officer—Tailor
Clerk-Stenographer	Instructor in Agriculture
Cook	Instructor in Manual Training
Cook, Head	Matron
Cottage Master	Nurse, Resident
Cottage Matron	Officer, Dining Room
Engineer	Parole Officer
Farmer	Physical Instructor
Fireman	Physician
Industrial Officer—Baker	Superintendent
Industrial Officer—Laundry	Teacher, Elementary
Industrial Officer—Printing	Watchman

*Non-Competitive Class*

Janitor and Barber (1)

*Character of Services*

General janitor's work and barbering

## (CITY HOSPITAL)

*Competitive Class*

Admitting Officer  
 Anæsthetist  
 Baker  
 Butcher  
 Chauffeur  
 Chauffeur and Mechanic  
 Chef  
 Cleaner and Helper  
 Clerk  
 Clerk-Bookkeeper  
 Clerk-Stenographer  
 Cook  
 Dietitian  
 Dietitian, Assistant  
 Director, Pathological Laboratory  
 Engineer  
 Engineer, Chief  
 Fireman  
 Helper, Boiler Room  
 Historian  
 Investigator, Social  
 Janitor  
 Laundryman  
 Mason  
 Masseur

Masseuse  
 Matron  
 Nurse, Resident  
 Nurses, Instructress of  
 Pathologist, Assistant  
 Pharmacist  
 Physician, Resident  
 Roentgenologist  
 Serologist  
 Storekeeper  
 Superintendent  
 Superintendent, Assistant  
 Superintendent, Night  
 Superintendent of Nurses  
 Superintendent of Nurses, Assistant  
 Superintendent of Nurses, Second  
 Assistant  
 Supervisor of Nurses  
 Supervisor of Nurses, Night  
 Telephone Operator  
 Technician, Junior Laboratory  
 Technician, Laboratory  
 Utilityman  
 Watchman  
 Watchman, Night

*Non-Competitive Class*

Cook (2)

Dining Room Maid (11)

Elevator Operator (5)  
 Helper, Pharmacist's (1)  
 Helper, Storeroom (2)  
 Maid, House (37)

Maid, Kitchen (7)

Man, House (1)

*Character of Services*

Preparing for table use foods and vegetables  
 Waiting on table; cleaning silverware; caring for dining room linen, and performing other related work as assigned  
 Operating elevator  
 Assisting pharmacist  
 Assisting in storeroom  
 Performing, under supervision, routine domestic tasks, such as scrubbing, cleaning, preparing foods, and performing other work as required  
 Preparing vegetables for cooking; washing and wiping dishes, and performing other related work as required  
 Performing, under supervision, routine domestic tasks, such as scrubbing, cleaning, preparing foods, and performing other related work as required

Man, Kitchen (5)	Preparing vegetables for cooking; washing and wiping dishes, and performing other related work as required
Nurse, Student (44)	General nursing
Nurse, Undergraduate (23)	Caring for psychopathic, alcoholic, drug addicts and police cases, performing, under supervision, other related work as required
Orderly (37)	Attending to the personal wants of the patients, and performing other related work under supervision as required
Porter (40)	General helping
Seamstress (4)	Sewing and mending
Superintendent of Central Linen Room	Having charge of the care and the distribution of the linen
Utilityman	Performing odd jobs
Worker, Laundry (23)	Performing, under supervision, hand or machine laundering, and other related work as assigned

## (FREE PUBLIC LIBRARY)

*Unclassified*

Member, Board Trustees

*Exempt Class**Reason for Exemption*

Assistant in Art Department

The qualifications needed to fill this position are deemed to be such that would make it impracticable to fill through a Civil Service competitive examination

General Assistant in Foreign Branch

Impracticable to hold examination

Head of Art Department

Impracticable to hold examination

Head of Children's Room

Impracticable to hold examination

Head of Lending Department

In view of the special qualifications needed by the incumbent of this position and of the difficulty in obtaining properly qualified candidates

Head of Reference Department

On account of technical and peculiar qualifications needed to fill the position, which makes it impracticable to fill it through Civil Service competitive examination

*Competitive Class*

Assistant, Children's Room

Head of School Department

Assistant, Library

Head of Technical Department

Assistant in Art Department, Special

Janitor

Cataloguer

Janitor, Head

Chief, Catalogue Department

Librarian

Elevator Attendant

Librarian, Assistant

Elevator Man

Librarian, School

Engineer

Messenger (above \$70 per month)

Engineer, Chief

Messenger and Exhibit Clerk

Expert, Educational

Messenger and Press Operator

Fireman

Secretary, Librarian's

Head Catalogue Department

Stenographer

Head of Office Force

*Non-Competitive Class*

Assistant, Junior (30)

Messenger (22)

*Character of Services*

Performing simple library tasks in connection with receiving, circulating and caring for books  
Taking books from shelves, returning them, labeling, etc.

## (MAYOR'S OFFICE)

*Unclassified*

Clerk  
Clerk-Stenographer

Mayor

*Exempt Class*

Deputy Director

Secretary to Director

*Reason for Exemption*

A competitive examination is not practicable for such deputy or first assistant  
Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Chauffeur  
Clerk, Executive

Clerk-Stenographer  
Telephone Operator

## (OUTDOOR POOR)

*Unclassified*

Overseer of the Poor

*Competitive Class*

Clerk  
Clerk-Bookkeeper  
Clerk-Typist  
Investigator, Social

Overseer of the Poor, Assistant  
Special Investigator of Rent Profiteering  
Worker, Social Service

## PARKS AND PUBLIC PROPERTY

## (PUBLIC BUILDINGS)

*Competitive Class*

Carpenter  
Cleaner, Aerial  
Cleaner, Boiler Room  
Cleaner, Window  
Custodian, Assistant  
Custodian  
Elevator Attendant  
Engineer  
Engineer Fireman

Engineer, Steam and Electrical  
Fireman  
Janitor  
Janitor, Head  
Oiler and Wiper  
Painter  
Police, City Hall  
Telephone Operator

*Labor Class*

Cleaner and Helper

## (DIRECTOR'S OFFICE)

*Unclassified*

Director

*Exempt Class*

Deputy Director

Secretary to Director

*Reason for Exemption*

Inasmuch as a competitive examination is not practicable  
 Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Chauffeur

Clerk

Clerk, Executive

Clerk-Stenographer, Senior

Collector of Receipts

Painter

Painter-Foreman

Supervisor, Construction and Repairs

## (PUBLIC MARKETS)

*Competitive Class*

Clerk, Assistant Market

Clerk, Market

Policeman, Market

*Non-Competitive Class*

Cleaner (1)

*Character of Services*

Keeping market clean

*Labor Class*

Market Sweeper

## (MUNICIPAL SOLDIERS' AND SAILORS' AID BUREAU)

*Competitive Class*

Supervisor

## (SHADE TREE)

*Competitive Class*

Arboriculturist

Attendant at Comfort Station

Clerk

Clerk-Bookkeeper

Clerk-Stenographer

Foreman

Foreman, Assistant

Forester

Superintendent

*Non-Competitive Class*

Attendant at Comfort Station

Driver

Watchman, Night

*Character of Services*

Taking care of station (irregular work)

Driving horses

Watching grounds at night

*Labor Class*

Laborer

## (SMOKE ABATEMENT)

*Competitive Class*

Clerk

Inspector, Smoke

## (WEIGHTS AND MEASURES)

*Competitive Class*

Assistant Superintendent

Superintendent of Weights and Measures

## REVENUE AND FINANCE

## (AUDITOR OF ACCOUNTS)

*Unclassified*

Auditor

*Competitive Class*

Accountant, Supervising City Clerk

Clerk-Bookkeeper  
Clerk-Stenographer

## (ASSESSMENTS FOR LOCAL IMPROVEMENTS)

*Unclassified*

Member

*Competitive Class*

Clerk

Clerk-Surveyor

## (ASSESSMENT AND REVISION OF TAXES)

*Unclassified*

Member

*Competitive Class*Addressograph Operator and Clerk  
Assessing Clerk  
Clerk  
Clerk-StenographerSearcher, Title  
Supervisor, Tax Bureau  
Surveyor

## (CITY CLERK)

*Unclassified*

City Clerk

*Competitive Class*Clerk  
Clerk, Chief  
Clerk, ExecutiveClerk and Interpreter  
Clerk-Bookkeeper  
Clerk-Stenographer

## (DEPARTMENT OF COMPTROLLER)

*Unclassified*

Comptroller

*Exempt Class*  
Secretary to Comptroller

*Reason for Exemption*  
Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

<i>Competitive Class</i>	
Cashier	Clerk-Stenographer
Chauffeur	Draughtsman
Clerk	Examiner of Bonds
Clerk-Bookkeeper	Messenger
Clerk, Chief	

(DIRECTOR'S OFFICE)

<i>Unclassified</i>	
Custodian of School Moneys	Director

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Deputy Director	A competitive examination is not practicable
Secretary to Director	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

<i>Competitive Class</i>	
Chauffeur	Clerk, Executive

LAW DEPARTMENT

<i>Unclassified</i>	
Corporation Counsel	Corporation Counsel, Second Assistant
Corporation Counsel, First Assistant	

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Legal Assistant	Legal Assistant, Section XIII (2), Chapter 156, P. L. 1908

<i>Competitive Class</i>	
Clerk	Examiner, Title
Clerk-Stenographer	

(RECEIVER OF TAXES)

<i>Unclassified</i>	
Receiver of Taxes	

  

<i>Competitive Class</i>	
Clerk	Deputy Tax Collector
Clerk-Typist	

(CITY TREASURER)

<i>Unclassified</i>	
City Treasurer	



*Competitive Class*

Clerk  
Clerk-Bookkeeper

Clerk, Chief

## DEPARTMENT OF PUBLIC SAFETY

## (BUILDING DEPARTMENT)

*Unclassified*

Superintendent (Building Construction)

*Competitive Class*

Clerk	Inspector, Electrical
Clerk, Assistant	Inspector, Assistant Electrical
Clerk, Cashier	Inspector, Chief Electrical
Clerk-Stenographer	Inspector, Iron Work
Engineer, Structural	Superintendent, Assistant (Building
Examiner, Building Plan and Appli-	Construction)
cation	Telephone Operator
Inspector, Building	

## (FIRST CRIMINAL COURT)

*Unclassified*

Judge

*Competitive Class*

Clerk  
Clerk, Deputy

Interpreter

## (SECOND CRIMINAL COURT)

*Unclassified*

Judge

*Competitive Class*

Clerk,  
Clerk, Deputy

Interpreter

## (THIRD CRIMINAL COURT)

*Unclassified*

Judge

*Competitive Class*

Clerk  
Clerk, Deputy

Interpreter

## (DIRECTOR'S OFFICE)

*Unclassified*

Director

Member

*Exempt Class**Reason for Exemption*Deputy Director  
SecretaryExamination not practicable  
Secretary to Principal Executive Officer,  
Section XIII (4), Chapter 156,  
P. L. 1908

## (FIRE DEPARTMENT)

*Exempt Class**Reason for Exemption*

Chaplain

Inasmuch as a competitive examination  
would be impracticable*Competitive Class*Assistant  
Blacksmith  
Captain  
Carpenter  
Chief, Battalion  
Chief, Deputy  
Clerk  
Clerk, Chief  
Clerk-Stenographer  
Electrician  
Engineer, Chief  
Engineer, Deputy Chief  
Fireman  
Helper, Machinist's  
Horseshoer  
Inspector of Apparatus  
Inspector of Combustibles  
Inspector of Combustibles, Assistant  
Inspector of Complaints  
Janitor  
LinemanLineman, Foreman of  
Lineman, Head  
Mechanic, Expert  
Mechanician of Motor Vehicles,  
Chief  
Messenger  
Office Boy  
Operator  
Plumber  
Stableman  
Superintendent of Repairs  
Superintendent of Repairs, Assistant  
Superintendent of Fire Alarm and  
Telegraph  
Superintendent of Fire Alarm and  
Telegraph, Assistant  
Surgeon and Medical Examiner  
Telegraph Operator  
Veterinarian  
Watchman at Repair Shop, Night

## (ALL LICENSES—EXCEPT JITNEY)

*Competitive Class*

License Inspector

## (BUREAU OF POLICE)

*Exempt Class**Reason for Exemption*

Chaplain

A competitive examination would be  
impracticable

*Competitive Class*

Captain  
 Chief of Police  
 Clerk  
 Clerk, Chief  
 Clerk, Identification  
 Clerk-Stenographer  
 Inspector of Police  
 Lieutenant  
 Lineman

Matron  
 Patrolman  
 Policewoman  
 Sergeant  
 Superintendent of Police Signal System  
 Surgeon  
 Surgeon, Assistant Police  
 Telephone Operator

*Non-Competitive Class*

Instructor, Police Band (1)

*Character of Services*

Giving band instructions to the members of the department

## STREETS AND PUBLIC IMPROVEMENTS

## (DIRECTOR'S OFFICE)

*Unclassified*

Director

*Exempt Class*

Deputy Director

Secretary

*Reason for Exemption*

A competitive examination is not practicable  
 Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Clerk  
 Clerk-Bookkeeper  
 Clerk, Chief  
 Clerk-Stenographer

Engineer, Chief  
 Engineer, Deputy Chief  
 Paymaster

## BUREAU OF DOCKS

## (CONSTRUCTION DIVISION)

*Competitive Class*

Paver

Watchman

*Labor Class*

Laborer

Tool Keeper

## (ENGINEERING DIVISION)

*Competitive Class*

Clerk-Typist  
 Engineer, Assistant  
 Engineer, Crane  
 Engineer in Charge of Docks

Engineer, Junior  
 Foreman  
 Inspector  
 Rodman

BUREAU OF SEWERS  
(ENGINEERING DIVISION)

*Competitive Class*

Clerk  
Engineer in Charge  
Engineer, Junior

Engineer, Senior  
Foreman

(MAINTENANCE AND REPAIR DIVISION)

*Competitive Class*

Clerk-Bookkeeper  
Foreman  
Inspector, General  
Inspector, Tap

Mason  
Superintendent  
Utilityman

*Non-Competitive Class*

*Character of Services*

Gate Tender (1)

Having charge of gate

*Labor Class*

Driver  
Laborer  
Shoveler

Stableman  
Utilityman

PUMPING STATION

*Competitive Class*

Engineer, Assistant  
Engineer, Chief

Fireman

BUREAU OF STREETS

(PUBLIC LIGHTING)

*Unclassified*

Gas Meter Inspector

*Competitive Class*

Clerk-Stenographer  
Inspector, General  
Repairman

Supervisor, Electric Lighting  
Supervisor, Gas and Lighting System

*Labor Class*

Laborer

Lamp Lighter

(STABLE DIVISION)

*Competitive Class*

Carpenter  
Harness Maker  
Horseshoer

Painter  
Repairman

*Labor Class*

Driver

Stableman

## (STREET CLEANING AND REFUSE COLLECTION DIVISION)

*Competitive Class*

Blacksmith

Clerk

Clerk-Stenographer

Engineer, Senior

Engineer, Supervising

Foreman

Foreman, Assistant

Inspector, General

Operator, Flusher

Sub-Foreman

Superintendent

Superintendent, Assistant

Veterinarian

*Labor Class*

Driver

Dumpman

Laborer

Stableman

## (STREET MAINTENANCE AND REPAIR DIVISION)

*Competitive Class*

Clerk

Engineer, Assistant

Engineer-in-Charge

Engineer, Junior

Engineer, Senior

Engineman, Steam Roller

Foreman

Inspector

Inspector, Sidewalk

Paver

Rodman

Superintendent

Utilityman

*Labor Class*

Driver

Laborer

Lampman

Raker

Rammer

Tamper

## (STREET REGULATION)

*Competitive Class*

Draughtsman

Clerk

Clerk, Adjustment

Clerk-Bookkeeper

Clerk-Stenographer

Inspector, General

Superintendent, General

Supervisor of Transportation

Supervisor of Transportation, Assistant

## BUREAU OF WATER

## (ACCOUNTING DIVISION)

*Competitive Class*

Accountant, Assistant Chief

Accountant, Chief

Cashier

Clerk

Clerk-Bookkeeper

Clerk-Stenographer

Clerk-Typist

Clerk-Typist, Junior

Inspector

Inspector, Plumbing

Investigator, Chief Plumbing

Investigator, Plumbing

*Non-Competitive Class*

Office Attendant (1)

*Character of Services*

Being in charge of the office at the watershed; answering the 'phone calls; giving information to visitors and employes, and performing other incidental routine office work as required

## (CONSTRUCTION AND REPAIR DIVISION)

*Competitive Class*

Carpenter  
Clerk  
Clerk, Stock  
Flusher  
Foreman  
Helper, Plumber's  
Inspector, General  
Investigator, Plumbing  
Mason

Operator, Steam Shovel  
Plumber  
Plumber, Principal  
Repairman  
Storekeeper  
Tapper  
Telephone Operator  
Utilityman  
Watchman

*Labor Class*

Driver  
Laborer  
Laborer, Special

Pipe Line  
Watchman

## (ENGINEERING DIVISION)

*Competitive Class*

Clerk  
Clerk-Stenographer  
Engineer, Assistant  
Engineer-in-Charge  
Foreman  
Inspector, General

Investigator, Plumbing  
Stableman  
Superintendent of Conduits  
Telephone Operator  
Utilityman

*Labor Class*

Stable Foreman

## (METER LABORATORY DIVISION)

*Competitive Class*

Chief, Meter Laboratory  
Clerk

Meter Repairman  
Watchman

*Labor Class*

Laborer

Watchman

## (MOTOR DIVISION)

*Competitive Class*

Chauffeur  
Chauffeur-Utilityman  
Clerk  
Engineer, Senior

Foreman  
Garage Helper  
Mechanic, Supervising  
Repairman, Mechanical

## (STABLE DIVISION)

*Labor Class*

Stableman

## (WATERSHED DIVISION)

*Competitive Class*

Attendant, Rain Gauge  
Carpenter  
Chemist  
Engineer-in-Charge  
Foreman

Inspector, General  
Reservoir Attendant  
Reservoir Attendant, Assistant  
Telephone Operator

*Non-Competitive Class*

Mechanical Engineer (1)  
Reporting Physician (1)

*Character of Services*

Engineering work  
Reporting cases of accidents and illness

*Labor Class*

Laborer

## SCHOOL DISTRICT OF NEWARK

The Civil Service Act was adopted in the Newark School District by referendum vote, the method prescribed by law, on November 5, 1912.

## ATTENDANCE DEPARTMENT

*Competitive Class*

Attendance Officer  
Clerk  
Investigator, Special

Stenographer  
Supervisor  
Supervisor of Attendance, Assistant

## BUSINESS MANAGER'S DEPARTMENT

## (EXECUTIVE OFFICE)

*Unclassified*

Manager, Business

<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to Business Manager	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
<i>Competitive Class</i>	
Assistant to Business Manager	Office Boy
Clerk-Stenographer, Principal	Stenographer
Clerk-Typist	

## (ENGINEER'S DIVISION)

<i>Competitive Class</i>	
Inspector, Building	Steamfitter
Plumber	

## (REPAIR DIVISION)

<i>Competitive Class</i>	<i>Character of Services</i>
Carpenter	Helper, Steamfitter's
Clerk	Painter
Driver	Plumber
Electrician	Shop Foreman
Foreman, Plumber	Steamfitter
<i>Non-Competitive Class</i>	
Apprentice, Plumber's (2)	Performing work of apprentice and assisting journeymen in the trade of plumbing
Apprentice, Electrician's (2)	Performing work of apprentice and assisting journeymen in the electrician's trade

*Labor Class*

Laborer

## SUPPLIES DIVISION

<i>Competitive Class</i>	
Chauffeur	Superintendent of Supplies
Clerk	Superintendent of Supplies, Assistant
Clerk, Junior	Supervisor of Equipment
Driver, Truck	Telephone Operator and Clerk, Assistant
Stenographer	

*Labor Class*

Laborer

## (JANITOR'S DEPARTMENT)

<i>Competitive Class</i>	
Janitor	Janitress

## MEDICAL INSPECTION DEPARTMENT

*Unclassified*

Supervisor of Medical Inspection



<i>Exempt Class</i>	<i>Reason for Exemption</i>
Psychologist	Inasmuch as the position called for a person with special training and unusual qualifications, a competitive examination would be impracticable
<i>Competitive Class</i>	
Attendant for Crippled Children	Nurse, School
Clerk	Ophthalmologist, Assistant
Dentist	Psychologist, Assistant
Inspector, Medical	Stenographer
Inspector, Sanitary	Supervisor, Assistant to

## PLAYGROUNDS

<i>Competitive Class</i>	
Club Manager and Instructor of Pageantry and Dramatics	Director Play Leader
<i>Labor Class</i>	
Caretaker or Laborer	

## SECRETARY'S DEPARTMENT

<i>Unclassified</i>	
Counsel	Secretary
<i>Competitive Class</i>	
Bookkeeper, Assistant	Secretary, Assistant
Clerk	Stenographer
Clerk-Bookkeeper	Stenographer, Executive
Office Boy	Telephone Operator

## CITY SUPERINTENDENT'S DEPARTMENT

<i>Unclassified</i>	
City Superintendent	City Superintendent, First Assistant
City Superintendent, Assistant	Custodian of School Moneys
<i>Competitive Class</i>	
Clerk	Stenographer
Clerk-Stenographer, Junior	Stenographer, Executive
Office Boy	

## CITY OF PATERSON

The Civil Service Act was adopted in the City of Paterson by referendum vote, the method prescribed by law, on November 5, 1912.

## BOARD OF ALDERMEN

*Unclassified*

Aldermen  
Clerk to Board of Aldermen  
Mayor

Secretary to Mayor  
Stenographer to Mayor  
Tax Assessor

*Exempt Class*

Clerk to Tax Assessors

*Reason for Exemption*

Clerk to Board, Section XIII (3),  
Chapter 156, P. L. 1908

*Competitive Class*

Clerk  
Clerk, Assistant  
Inspector, Dance Hall

Inspector, Chief Dance Hall  
Poundmaster  
Registrar of Licenses

## BOARD OF FINANCE

*Unclassified*

City Attorney  
City Clerk  
City Comptroller and Comptroller of  
Sinking Fund

City Counsel  
City Treasurer  
Finance Commissioner  
Tax Receiver

*Exempt Class*

Clerk of Finance Board

Deputy Tax Receiver

Secretary to President of Board of  
Finance

Secretary to President of Purchasing  
Board

Secretary to Tax Receiver

Secretary to Treasurer

Treasurer of Sinking Fund

*Reason for Exemption*

Clerk to Board, Section XIII (3),  
Chapter 156, P. L. 1908

Deputy or First Assistant, Section  
XIII (1), Chapter 156, P. L. 1908  
Secretary to Principal Executive Offi-  
cer, Section XIII (4), Chapter 156,  
P. L. 1908

Secretary to Principal Executive Offi-  
cer, Section XIII (4), Chapter 156,  
P. L. 1908

Secretary to Principal Executive Offi-  
cer, Section XIII (4), Chapter 156,  
P. L. 1908

Secretary to Principal Executive Offi-  
cer, Section XIII (4), Chapter 156,  
P. L. 1908

On the ground that it is incidental to  
and connected with the position of  
City Auditor, the one person filling  
both positions, and also because  
the salary to be paid for this posi-  
tion is to be the sum of \$300 per  
annum, and in view of the above  
facts a Civil Service Examination  
would be impracticable

*Competitive Class*

City Auditor	Clerk to Purchasing Board
Clerk	Clerk to Tax Officer
Clerk to City Auditor	Clerk and Stenographer
Clerk to Comptroller	Personal Tax Collector

*Non-Competitive Class**Character of Services*

Caretaker, United Service Club (1)	Cleaning interior and exterior premises
Secretary to Purchasing Board (1)	Performing general clerical work
Secretary to Sinking Fund	Performing general stenographic work
Secretary to Sinking Fund, Assistant (1)	Performing clerical work in connection with Sinking Fund
Stenographer to City Attorney (1)	Performing stenographic work in City Attorney's office
Stenographer to City Counsel	Performing general stenographic work

## FIRE DEPARTMENT

*Competitive Class*

Captain	Engineer, Chief
Chief, 1st Battalion	Fireman
Chief, 2d Battalion	Lineman
Chief, 3d Battalion	Operator
Chief, Deputy	Physician, Attending
Engineer	Superintendent of Fire Alarm

## FIRE AND POLICE COMMISSIONERS

*Unclassified*

City Physician	Fire and Police Commissioner
City Veterinarian	Sealer of Weights and Measures
Clerk of Board	

*Competitive Class*

City Pharmacist	Inspector, Building
City Physician, Assistant	Lineman
City Weigher	Superintendent, Out-Door Relief
Clerk to Building Inspector	

## DEPARTMENT OF HEALTH

*Unclassified*

Health Commissioner	Health Officer
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*Exempt Class**Reason for Exemption*

Secretary, Board of Health	Secretary of Board, Section XIII (3), Chapter 156, P. I. 1908
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*Competitive Class*

Attending Physician, Isolation Hospital	Nurse, Visiting
Driver, Ambulance	Officer, Protective
Engineer, Isolation Hospital	Stenographer
Inspector, Plumbing	Superintendent, Isolation Hospital
Inspector, Sanitary	Supervising Nurse at Isolation Hospital
Inspector, Sanitary, and Inspector of Foods and Drugs	Veterinary Officer and Inspector of Foods and Drugs
Matron, Isolation Hospital	

*Non-Competitive Class*

Cook, Isolation Hospital (1)
Extra Help (3)
Laundryman (1)
Laundress, Isolation Hospital (2)
Maid (1)
Nurse, Isolation Hospital (12)
Nurse, Relief (1)
Orderly, Isolation Hospital
Watchman (1)

*Character of Services*

Preparing food for table use, etc.
Performing odd jobs
Performing hand or machine laundering
Performing hand or machine laundering
Performing general housework
Performing routine ministrations to the comfort and well-being of the sick
Performing routine ministrations to the comfort and well-being of the sick
Keeping the wards in order
Guarding building from fire, theft, etc.

## PUBLIC LIBRARY

*Competitive Class*

Assistant, Evening	Librarian, Reference
Cataloguer, Extra	Librarian, Evening Reference
Chief, Cataloguing Department	Librarian's Secretary
Chief, Children's Department	Librarian's Secretary and Office Assistant
Chief, Delivery Department	Library Assistant
Librarian	Janitor
Librarian, Assistant	
Librarian, Branch	

*Non-Competitive Class*

Assistant, Extra (2)
Attendant, Reading Room (2)
Boy (1)
Janitor (5), \$780 yr.

*Character of Services*

Assisting in general
Attending Reading Room
Performing general messenger work
Cleaning, etc.

*Labor Class*

Scrubwoman

## PUBLIC PARKS

*Exempt Class*

Secretary to Park Commission

*Reason for Exemption*

Secretary of Board, Section XIII  
(3), Chapter 156, P. L. 1908

*Competitive Class*

Bath House Keeper	Inspector
Caretaker	Superintendent
Foreman	Superintendent, Assistant
Foreman and Florist	

*Labor Class*

Cleaner at Comfort Station	Laborer and Tree Pruner
Laborer	Tree Climber
Laborer and Chauffeur	Tree Pruner
Laborer, Common	Water Boy
Laborer, Expert	

## POLICE DEPARTMENT

*Unclassified*

Prosecutor in Police Recorder's Court	Recorder
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*Competitive Class*

Captain, Detective Bureau	Electrician and Telegraph Lineman
Captain of Police	Janitor
Chauffeur	Lieutenant of Police
Chief of Police	Lineman
Chief's Secretary	Matron
Clerk	Mechanician
Clerk in Recorder's Court	Patrolman
Detective	Patrol Driver
Detective Sergeant	Sergeant of Police
Detective and Official Photographer	

## BOARD OF RECREATION COMMISSIONERS

*Unclassified*

Commissioner

*Exempt Class*

Secretary

*Reason for Exemption*

Secretary of Board, Section XIII  
(3), Chapter 156, P. L. 1908

*Competitive Class*

Caretaker	Director Evening Centre
Director	Instructor, Skating Rink
Director, Assistant	Stenographer
Director Evening Centre, Assistant	Superintendent of Recreation

*Non-Competitive Class*

General Utilityman

*Character of Services*

Performing odd jobs

*Labor Class*

Laborer

## INDOOR RELIEF

*Competitive Class*

Engineer  
Farmer  
Fireman

Matron  
Superintendent

*Non-Competitive Class*

Baker  
Cook (2)  
Farm Hand  
  
Farmer (summer months only)  
Farmer, Truck (1)  
Helper (1)  
Janitor (1)  
Kitchenman (1)  
  
Assistant Matron (1)  
  
Nurse  
  
Stableman  
Teamster (1)

*Character of Services*

Preparing and baking of bread, etc.  
Preparing food for table use, etc.  
Performing general farm and garden work  
Doing miscellaneous farm work  
Truck farming  
Assisting in general work  
Cleaning, etc.  
Assisting with the preparation of meals, washing dishes, etc.  
Assisting with the work of the Matron  
Performing routine ministrations to the comfort and well-being of the sick  
Taking care of Stable  
Driving

*Labor Class*

Barn Man

Laborer

## DEPARTMENT OF STREETS

*Unclassified*

Public Works Commissioner

Street Commissioner

*Competitive Class*

Chauffeur  
Clerk to Street Commissioner  
Clerk and Draughtsman, Record  
Engineer  
Engineer, City  
Engineer, Assistant City  
Engineer, Destructor Plant  
Engineer, Roller  
Foreman  
Foreman, Stable  
Inspector  
Inspector, Garbage  
Inspector, Sewers  
Inspector, Sewer and Street

Inspector, Sidewalk  
Inspector, Street  
Inspecting, Street Opening  
Janitor  
Operator, Tractor  
Paver  
Rodman  
Stenographer  
Stenographer to City Engineer  
Superintendent of Destructor Plant  
Surveyor  
Transitman  
Truck Driver

*Non-Competitive Class*

Caretaker  
Cleaner at Comfort Station  
Assistant Stableman (2)

*Character of Services*

Cleaning, etc.  
Taking care of Comfort Station  
Working about stable

*Labor Class*

Driver  
Furnace Tender

Laborer  
Street Cleaner

## BOARD OF PUBLIC WORKS

*Unclassified*

Commissioner

*Competitive Class*

Foreman, Sewer Department  
Inspector, Jitney Bus

Stenographer  
Traffic, Commissioner of

*Non-Competitive Class*

Matron (1)

*Character of Services*

Cleaning, Inspecting, etc.

## VILLAGE OF SOUTH ORANGE

The Civil Service Act was adopted in the Village of South Orange by referendum vote, the method prescribed by law, on November 7, 1911.

## FIRE DEPARTMENT

*Unclassified*

Chief of Fire Department

*Competitive Class*

Engineer, Assistant  
Engineer, Chief

Fireman

## BOARD OF HEALTH

*Exempt Class*

Secretary

*Reason for Exemption*

Secretary of Board, Section XIII  
(3), Chapter 156, P. L. 1908

*Competitive Class*

Inspector

Utilityman

*Non-Competitive Class*

Counsel (1)  
Diagnostician (1)  
Disinfecter  
Utilityman, General (1)

*Character of Services*

Acting as lawyer of Board  
Diagnosing communicable diseases  
Disinfecting, collecting samples, etc.  
Performing odd jobs

*Labor Class*

Laborer

## POLICE DEPARTMENT

*Unclassified*

Police Justice

*Competitive Class*Marshal  
PatrolmanSergeant  
Surgeon, Police*Non-Competitive Class**Character of Services*

Utilityman (part time)

Performing odd jobs

## BOARD OF RECREATION COMMISSION

*Unclassified*

Member of Commission

*Competitive Class*

Caretaker

*Non-Competitive Class**Character of Services*Instructress (1)  
Matron (1)Teaching games, dancing, etc.  
Having general supervision over the  
care of playgrounds*Labor Class*

Laborer

## SEWERS

*Competitive Class*

Inspector

Superintendent of Sewers

*Labor Class*

Laborer

## STREETS AND HIGHWAYS

*Competitive Class*Carpenter  
Engineer, Steam RollerInspector, Road  
Superintendent, Acting*Labor Class*

Laborer

## VILLAGE OFFICERS

*Unclassified*Clerk to Board of Assessors  
Counsel, Village  
Member of Board of AssessorsOverseer of Poor  
Police Justice*Competitive Class*Clerk to Collector of Taxes  
Clerk, Village  
Engineer, Municipal  
Foreman of Sewers and StreetsInspector, Board of Health  
Stenographer and Typewriter  
Treasurer, Village



## REPORT OF CIVIL SERVICE COMMISSION

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Collector of Taxes (1) (\$400 per year)	Collecting taxes
Foreman of Parks	Supervising and being responsible for care of parks
Inspector, Building (\$500 per year) (1)	Inspecting and examining buildings and issuing permits
Office Assistant (1)	Assisting with the general clerical work of the office

## WATER DEPARTMENT

<i>Competitive Class</i>	
Engineer	Pipe Caulker and Laborer
Engineer, Assistant	Plumber for Extra Work
Fireman	Superintendent of Water Dept.
Fireman-Watchman	Watchman
<i>Non-Competitive Class</i>	<i>Character of Services</i>
Collector of Water Rates (\$400 per year) (1)	Collecting water rates
General Office Assistant	Assisting with the general clerical work of the office

<i>Labor Class</i>
Laborer

## CITY OF TRENTON

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The Civil Service Act was adopted in the City of Trenton by referendum vote, the method prescribed by law, on November 7, 1911.

## DEPARTMENT OF PUBLIC AFFAIRS

<i>Unclassified</i>	
Attorney, City	Director
Clerk, City	Superintendent of Outdoor Relief
Counsel, City	
<i>Exempt Class</i>	<i>Reason for Exemption</i>
Secretary to the Mayor	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

City Clerk, Assistant  
 Clerk of Law Department  
 Clerk-Stenographer  
 Dentist  
 Fireman of Municipal Colony  
 Fireman of Tuberculosis Hospital  
 Harbor Master  
 Market Master  
 Matron at Almshouse  
 Nurse, Supervising Municipal Colony  
 Nurse, Supervising Tuberculosis Hospital  
 Overseer of the Poor, Assistant

Physician, City  
 Physician, Assistant City  
 Secretary to City Counsel and Clerk to Law Department  
 Stenographer to the Mayor  
 Superintendent of Indoor Relief  
 Superintendent of Tuberculosis Hospital  
 Superintendent of Tuberculosis Hospital, Assistant  
 Superintendent of Weights and Measures  
 Watchman, Municipal Dock

*Non-Competitive Class*

Clerk of Almshouse (1)  
 Cook at Almshouse (1)  
 Cook, Municipal Hospital (1)  
 Cook, Tuberculosis Hospital (3)  
 Gardener, Tuberculosis Hospital  
 Handyman, Municipal Hospital  
 Handyman, Tuberculosis Hospital  
 Helper at Almshouse (6)  
 Helper at Municipal Hospital (2)  
 Helper, Tuberculosis Hospital (5)  
 Housekeeper at Almshouse (1)  
 Housekeeper, Municipal Hospital  
 Housekeeper, Tuberculosis Hospital  
 Laundryman, Municipal Hospital (1)  
 Laundress, Tuberculosis Hospital (2)  
 Maid at Almshouse (1)  
 Maid, Municipal Hospital (1)  
 Maid, Tuberculosis Hospital (2)  
 Man of All Work, Tuberculosis Hospital  
 Nurse at Almshouse (3)  
 Nurse at Municipal Hospital (2)  
 Nurse at Tuberculosis Hospital (6)  
 Nurse, Venereal Disease Hospital (1)  
 Orderly, Almshouse  
 Orderly, Tuberculosis Hospital (1)  
 Storekeeper, Tuberculosis Hospital (1)

*Character of Services*

Performing general clerical work  
 Preparing for table use foods and vegetables  
 Preparing for table use foods and vegetables  
 Preparing for table use foods and vegetables  
 Performing general garden work  
 Performing odd jobs  
 Performing odd jobs  
 Performing odd jobs  
 Performing odd jobs  
 Performing odd jobs  
 Performing general housekeeping  
 Performing general housekeeping  
 Performing general housekeeping  
 Performing hand or machine laundering  
 Performing hand or machine laundering  
 Performing general housework  
 Performing general housework  
 Performing general housework  
 Performing odd jobs  
 Performing general nursing  
 Performing general nursing  
 Performing general nursing  
 Performing general nursing  
 Performing odd jobs  
 Performing odd jobs  
 Performing odd jobs  
 Performing such storekeeping, clerical or institutional work as required

## (DEPARTMENT OF GARBAGE AND ASHES)

*Competitive Class*

Chauffeur  
 Clerk  
 Horseshoer and Blacksmith  
 Night Watchman

Repairman  
 Stable Boss  
 Superintendent

*Non-Competitive Class*

Blacksmith's Apprentice  
 Dumpman (2)  
 Fireman (7)  
 Fireman and Helper (1)  
 Helper (1)  
 Stableman (1)

*Character of Services*

Assisting Blacksmith  
 Doing miscellaneous work around  
 dump  
 Operating engines, boilers, etc.  
 Maintaining proper pressure in boil-  
 ers and caring for all machinery  
 Performing odd jobs  
 Taking care of stable

*Labor Class*

Cleaner  
 Driver

Laborer

## (DEPARTMENT OF HEALTH)

*Competitive Class*

Chief, Division of School Medical In-  
 spection and Welfare Nursing  
 City Chemist  
 Clerk  
 Clerk to Health Officer  
 Clerk to Health Officer and Registrar  
 of Vital Statistics  
 Clerk-Stenographer

Health Officer  
 Inspector, Dairy  
 Inspector of Meats  
 Inspector of Plumbing  
 Inspector, Sanitary  
 Inspector, Chief Sanitary  
 Welfare Nurse

*Non-Competitive Class*

Process Server (1)

*Character of Services*

Serving notices for Department

## (POLICE DEPARTMENT)

*Unclassified*

Judge

*Competitive Class*

Captain  
 Captain of Detectives  
 Chauffeur  
 Chief  
 Chief, Supervisor of Training School  
 Clerk  
 Clerk-Stenographer, Senior  
 Janitor  
 Lineman  
 Machinist, Chauffeur

Mechanic  
 Patrolman  
 Police Woman  
 Roundsman  
 Sergeant  
 Sergeant, Detective  
 Stableman  
 Stenographer  
 Surgeon  
 Understableman

*Non-Competitive Class*

Waiter, Tuberculosis Hospital

*Character of Services*

Waiting on table at Hospital

## PUBLIC LIBRARY

*Competitive Class*

Assistant, General	Librarian
Assistant, Senior	Librarian, Children's
Cataloguer, Assistant	Librarian of Branch
Cataloguer, Chief	Librarian, Reference
Chief of Children's Department	Page
Chief of Circulation Department	Page and General Assistant
Chief, Technology Department	Stenographer
Engineer and Janitor	Typist and Assistant
Janitor	

*Non-Competitive Class**Character of Services*

Apprentice	Assisting and studying general library work under proper supervision
Assistant (Part Time) (2)	Taking charge of Library
Bookkeeper (1)	Keeping a record of business transactions
Cleaner (Part Time) (1)	Cleaning, sweeping, dusting, etc.
Page (Part Time) (14)	Performing shelf work, etc.

## PARKS AND PUBLIC PROPERTY

## (MUNICIPAL BUILDING)

*Unclassified*

Director of Parks and Public Property

*Competitive Class*

Cleaner	Fireman, Stationary
Custodian	Telephone Operator
Elevator Operator	Utilityman
Engineer	Watchman and Fireman, Night

*Non-Competitive Class**Character of Services*

Custodian of Comfort Station (1)	Supervising and being responsible for the condition of the Comfort Station
Laborer and Cleaner at Comfort Station (1)	Taking care of Comfort Station
Lawn Attendant (1)	Caring for lawns
Matron, Comfort Station (1)	Keeping Comfort Station in order

*Labor Class*

Cleaner (37½ cents per hour)	Laborer
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## (PARKS)

*Exempt Class**Reason for Exemption*

Secretary	Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908
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*Competitive Class*

Chauffeur	Superintendent of Parks
Engineer, Park and Landscape	Superintendent of Parks, Assistant

*Non-Competitive Class*

Attendant, Animal House  
 Attendant, Bath House, at Log Basin  
 Caretaker  
 Flag Raiser (2)

Guard  
 Guard, Deer Park  
 Operator, Lawn Motor

Officer, Special (5)  
 Utilityman

*Character of Services*

Caring for the animals, etc.  
 Taking care of bath house  
 Taking care of grounds  
 Raising flag in the morning and lowering at night  
 Taking care of grounds  
 Caring for animals, etc.  
 Operating lawn mower during summer months  
 Patrolling Mahlon Stacy Park  
 Performing odd jobs

*Labor Class*

Cleaner  
 Laborer

Stableman  
 Teamster

## (PLAYGROUNDS)

*Non-Competitive Class*

Carpenter  
 Director, Baseball  
 Instructor (2)  
 Instructor, Swimming (2)  
 Janitor  
 Principal (7)  
 Principal and Baseball Director (1)

*Secretary*

Supervisor, Assistant  
 Supervisor, Chief (1)  
 Supervisor, Playground

Utilityman  
 Vice-Principal  
 Watchman

*Character of Services*

Performing general carpentry  
 Directing Boys' League  
 Instructing in games  
 Instructing in swimming  
 Performing general utility work  
 Instructing in games  
 Instructing in games and directing baseball league  
 Taking care of correspondence, etc., for Supervisor  
 Assisting Supervisor  
 Supervising playgrounds  
 General supervising and directing of playgrounds  
 Performing odd jobs  
 Instructing in games  
 Guarding grounds

*Labor Class*

Laborer

## REVENUE AND FINANCE

*Unclassified*

Assessor  
 Comptroller  
 Director

Receiver of Taxes  
 Treasurer

*Exempt Class*

Secretary to Director

*Reason for Exemption*

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Bookkeeper	Clerk and Stenographer
Clerk, Assessor's Department	Clerk-Bookkeeper, Senior
Clerk, Chief	Collector, Delinquent Tax
Clerk to Comptroller	Comptroller, Deputy
Clerk, Tax Receiver's Office	Receiver of Taxes, Deputy
Clerk, Treasurer's	Secretary-Treasurer, Water Department
Clerk, Water Department	

## PUBLIC SAFETY

*Unclassified*

Director

*Exempt Class**Reason for Exemption*

Secretary to Director

Secretary to Principal Executive Officer, Section XIII (4), Chapter 156, P. L. 1908

*Competitive Class*

Clerk	Inspector, Assistant Building, Second
Dentist	Inspector, Excise
Inspector, Building	Matron, Dental Clinic
Inspector, Assistant Building, First	Stenographer

*Non-Competitive Class**Character of Services*

Dog Catcher (1)

Catching unlicensed dogs

## (FIRE DEPARTMENT)

*Competitive Class*

Chief	Lineman, Fire Alarm
Chief, Assistant	Lineman, Assistant, Fire Alarm
Chief, Battalion	Secretary
Captain	Superintendent, Fire Alarm
Chauffeur	Superintendent of Machinery
Engineer	Superintendent, Assistant, of Machinery
Fireman	Surgeon
Lieutenant	

*Non-Competitive Class**Character of Services*Laundress (2)  
Veterinarian (1)Laundering house linen  
Treating diseases and injuries of horses

## (ELECTRICAL BUREAU)

*Competitive Class*

Clerk-Stenographer	Lineman, Fire Alarm and Police Telegraph Systems
Inspector, Assistant	Superintendent, Fire Alarm and Police Telegraph Systems
Lineman, Assistant, Fire Alarm and Police Telegraph Systems	Utilityman

<i>Non-Competitive Class</i>	<i>Character of Services</i>
Janitress (1)	Cleaning station
Psychologist	Performing psychological tests

## DEPARTMENT OF STREETS AND PUBLIC IMPROVEMENTS

*Unclassified*

Director

## (CITY ENGINEER'S OFFICE.)

*Competitive Class*

Chemist, City	Engineer of Sewers, Assistant
Clerk of Street Department	Engineer of Sewers and Water
Clerk-Stenographer	Inspector, Sewer
Clerk, Transfer and Office	Inspector, Street
Draughtsman	Rodman
Draughtsman and Mechanical Engineer	Superintendent of Sewer Maintenance
Engineer, Assistant	Superintendent of Streets
Engineer, Civil	Superintendent of Streets, Assistant
Engineer, Junior	Surveyor
Engineer of Streets	Transitman
Engineer of Streets, First Assistant	

*Non-Competitive Class*

Handyman

*Character of Services*

Running automobile, gasoline engines and pumps, also working as carpenter, etc.

## (STREETS)

*Competitive Class*

Chauffeur	Inspector, Street
Engineer at Asphalt Plant	Paver
Engineer, Steam Roller	Superintendent of Asphalt Repairs
Foreman	Utilityman (Sidewalk Clerk)
Inspector, Sidewalk	

*Labor Class*

Cart	Laborer, Asphalt
Driver	Leveler, Dump
Helper, Paver's	Sweeper
Hostler	Teamster
Laborer	Watchman

## (SEWER MAINTENANCE)

*Competitive Class*

Sewer Inspector

*Labor Class*

Laborer

## (DEPARTMENT OF WATER)

*Competitive Class*

Assistant Timekeeper and Assistant on Maps	Inspector
Blacksmith and Tool Dresser	Inspector and Pitometer Man, Chief
Bookkeeper	Meter Man
Carpenter	Meter Reader
Caulker	Meter Repairman
Chauffeur	Paver
Chemist and Assistant Superintend- ent of Filtration Plant	Paver, Foreman
Clerk	Plumber
Clerk, Stock	Sheather-Caulker
Clerk, Assistant Stock	Superintendent
Draughtsman	Superintendent Filtration Plant
Foreman	Superintendent Meters and Inspection
Foreman, Reservoir	Superintendent of Water
Helper, Carpenter's	Tapper
House Inspector	Treasurer, Water Department
House Inspector and Meter Reader	Utilityman
	Utility Meterman
	Yardman

*Non-Competitive Class**Character of Services*

Utilityman (2)

Performing odd jobs

*Labor Class*

Laborer

## (DEPARTMENT OF WATER—PUMPING STATION)

*Competitive Class*

Engineer	Fireman, Assistant
Engineer at Pumping Station, Chief	Fireman and Pump Repairer
Engineer, First Assistant	Helper (Inside)
Engineer, Gas	Repairer
Engineer, Second Assistant	Weigher
Fireman	

*Non-Competitive Class**Character of Services*

Guard (1)

Guarding reservoir

Helper (1)

Taking care of buildings and grounds

*Labor Class*

Laborer

## (FILTRATION PLANT)

*Competitive Class*

Bacteriologist	Filter Attendant
Electrician	

*Labor Class*

Laborer





## APPENDIX II.

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### Digest of Opinions Received from the Attorney General's Department.

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#### MEANING OF HEAD OF A DEPARTMENT.

The head of a department is such official who, subject to legal regulations, within the circle of those regulations in the performance of his duties acts upon his own judgment, and issues orders to his subordinates, if any there are, and that he is distinguished from a subordinate in that, within the circle of his authority subject to the prescribed regulations, he performs his duties without other order than from those prescribed by law. (Rendered July 4th, 1908.)

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#### BOARDS OF EDUCATION INDEPENDENT OF STATE AND MUNICIPAL GOVERNMENT.

Each board of education is an independent civil government, not a department of any city, nor of the State government. (Rendered September 23d, 1908.)

It is necessary that the Civil Service Act be separately adopted by the school district. (Rendered January 18th, 1912.)

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#### NON-RESIDENT NOT TO REMAIN ON ELIGIBLE OR PREFERRED LIST.

A person whose name is on an eligible or preferred list for a municipal position and who moves permanently from such municipality is not entitled to have his name retained on such eligible or preferred list. (Rendered January 3d, 1910, and October 28th, 1915.)

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#### CERTIFICATION OF NAMES NECESSARY BEFORE FILLING A VACANCY.

A certification of eligibles should be made in order to make an appointment from the eligible list conform to the process laid down by the statute. (Rendered January 3d, 1910.)

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#### WHEN EMPLOYEES PAID FROM MUNICIPAL FUNDS ARE CONSIDERED STATE EMPLOYEES.

Those who derive their authority from and are appointed by an operative branch of the State government are considered as parts of the State government, irrespective of the source of their compensation. This includes County Detectives, Probation Officers, employes of Tax Boards, employes of District Courts and similar appointees. (Rendered March 2d, 1910.)

MEANING OF TERM "CITIZENS OF THE STATE OF NEW JERSEY," AS USED IN THE CIVIL SERVICE LAW.

The term "citizen," as used in the Civil Service Act, means a citizen of the United States, and not an alien who may have an actual abode within the State of New Jersey. It also means that such citizen must have an actual residence within the State of New Jersey. This implies a permanent domicile within the State, and one which has not been adopted with the intention of taking up or claiming a previous residence elsewhere. The term "citizen," as used in the Civil Service Law, does not exclusively mean a male citizen who is entitled to exercise the right of suffrage. (Rendered June 5th, 1911.)

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INTERPRETATION OF EXEMPTION OF "SECRETARY OF BOARD OR COMMISSION AUTHORIZED BY LAW TO APPOINT A SECRETARY."

It is only where the law governing a department, board or commission authorizes the appointment of a secretary or clerk that the selecting of such appointee is authorized in the exempt class. Where the law governing a department, board or commission does not specifically provide for the appointment of a secretary or clerk, such office is subject to classification by the Civil Service Commission. (Rendered November 21st, 1911.)

---

STATUS OF ALIENS UNDER THE CIVIL SERVICE LAW.

Aliens who were in service when the Civil Service Act became effective are entitled to retain their positions, but aliens would not be eligible to enter any civil Service examinations, as the law confines examination to citizens. (Rendered March 15th, 1912.)

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INTERPRETATION OF "DEPUTY."

The phrase, "authorized to act generally in the absence of his superior," mentioned in Section XIII (I) of the Civil Service Law, does not require that the deputy shall be equipped with the total of the powers of the superior, but indicates the authority to transact the ordinary routine of business in the absence of the superior. (Rendered August 28th, 1912.)

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REQUEST FOR A HEARING MUST BE MADE WITHIN A REASONABLE TIME.

The statute is silent upon the power of the board to comply with requests for re-opening cases of dismissed employes, but the Commission might be guided by the rules established in the courts, with reference to motions for a new trial and other similar applications for relief. Assuming a reasonable interval to have elapsed within which the individual affected has had time to seek redress, the Commission should not re-open the matter, unless data is submitted in the form of affidavits, establishing the necessity of reconsideration in order to do justice, which data should include either reasonable proof that the applicant was unable, for good and sufficient reasons, to present his answers at an earlier date, or that he now presents matter which was not within his knowledge and could not have been discovered heretofore. Unless the situation presented falls within the above suggestions, it seems that the Commission is without power to re-open the matter of dismissal. (Rendered January 31st, 1913.)

COGNIZANCE SHOULD NOT BE TAKEN OF ANY CHARGE OF NEGLECT, ETC., HAPPENING BEFORE THE ADOPTION OF THE ACT.

The Civil Service Commission, in case of dismissal of employes, should not take cognizance of any charge of neglect of duty, insubordination or otherwise, happening before the adoption of the Civil Service Law. (Rendered March 31st, 1913.)

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APPOINTING POWER HAS RIGHT TO CERTIFICATION OF FOURTH NAME ON LIST, IF AN APPOINTEE ON PROBATION HAS BEEN DISMISSED AS UNSATISFACTORY.

When an appointing power dismisses a probationer, he is entitled to have three names from which to make a new selection, and is not compelled to make a new appointment from the original certification of three names which includes that of the dismissed probationer. (Rendered April 17th, 1913.)

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THE FIXED TERM OF AN OFFICER BEING ABOLISHED BY AN ACT TO PROVIDE TENURE OF OFFICE, SUCH OFFICER, IF OTHERWISE UNDER CIVIL SERVICE, SHOULD PASS FROM THE UNCLASSIFIED TO THE CLASSIFIED SERVICE.

Employes who have been in the unclassified service because of a statutory fixed term come within the classified Civil Service when such statutory fixed term has been repealed by a tenure of office act. (Rendered July 27th, 1914.)

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THE CIVIL SERVICE COMMISSION CANNOT APPROVE REINSTATEMENTS OF DISMISSED EMPLOYES AND THOSE WHO HAVE RESIGNED.

When a person has once been separated from an office or position by reason of a resignation or discharge, such person cannot be reinstated. Persons who resign from positions may take new examinations. The cases of dismissed employes who apply as candidates in examinations are considered by the Commission. (Rendered December 22d, 1914.)

---

A DEPUTY COMMISSIONED BY THE GOVERNOR, BUT APPOINTED BY A DEPARTMENT HEAD, IS IN THE CLASSIFIED SERVICE.

A deputy commissioned by the Governor, but appointed by a department head, is in the classified service. (Rendered February 10th, 1915.)

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ALL OFFICERS AND EMPLOYES IN CITIES UNDER THE WALSH ACT, EXCEPT THE COMMISSIONERS THEMSELVES, ARE UNDER CIVIL SERVICE.

All officers and employes in the municipalities operating under the Commission Government Act, except the City Commissioners, are in the classified service. This does not include offices and positions with statutory fixed terms. (Rendered July 8th, 1915.)

THIRTY DAYS' SUSPENSION PERIOD REFERRED TO IN THE CIVIL SERVICE LAW  
APPLIES TO TEMPORARY SUSPENSIONS.

The thirty days' suspension period provided for under the Civil Service Law applies to temporary suspensions of subordinates without involving a hearing and an opportunity to answer. (Rendered April 16th, 1917.)

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CHAPTER 122, P. L. 1916, IS RETROACTIVE.

The above chapter is retroactive, and applies to any office or position existing or created since the Civil Service Law became effective in the State or any municipality. (Rendered January 25th, 1917.)

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WHEN SUSPENSIONS ARE PERMISSIBLE BEYOND THIRTY-DAY PERIOD.

Suspensions may be allowed for a period exceeding thirty days during the pendency of charges, and also when made for a definite period as a penalty after a hearing. (Rendered March 31st, 1919.)

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PROCEDURE TO BE FOLLOWED IN DISMISSALS.

The burden of the case of dismissal rests upon the discharging power to prove that the discharge was for a reasonable cause, and it is not necessary to follow strictly the lines upon which actions at law are conducted in regard to the filing of complaint, furnishing of evidence, etc. (Rendered April 23d, 1919.)

---

NON-VETERANS MAY BE APPOINTED WHEN VETERANS IN A CERTIFICATION DECLINE  
A POSITION; NOT NECESSARY TO CERTIFY ADDITIONAL VETERANS.

When three names are certified as prescribed for in the Statute, a department head may select a non-veteran, if certified veterans are not interested; that is, it is not necessary to supplement the original certification with the necessary additional names to fill in the places of those declining the position. (Rendered September 15th, 1920.)

---

CLERICAL HELP IN PROBATION OFFICE SHOULD BE CONSIDERED AS COUNTY EMPLOYEES.

All clerical help for the office of the Probation Officer of the county employed by and with the consent of the Board of Freeholders of the county, and in the absence of any statute to the contrary are county employees, and appointments should be made from the county civil service lists and not the State lists. (Rendered September 2d, 1920.)

---

IF PROBATIONARY EMPLOYEES ARE DISMISSED BEFORE THE EXPIRATION OF THE THREE  
MONTHS' PERIOD, THEY ARE ENTITLED TO CHARGES AND HEARING.

Probationers may be dismissed without formal hearing if their conduct or capacity proves unsatisfactory after they have been retained for the pro-

bationary three months' period. If a probationer is dismissed before the expiration of such period of three months, he is entitled to charges and hearing, as in the case of permanent employes. (Rendered May 3d, 1921.)

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APPLICATION OF CHAPTER 298 TO CERTIFICATIONS MADE BY THE CIVIL SERVICE COMMISSION.

All who are not to hold positions are not comprehended within the term of Section 21 of the act (Chapter 298, P. L. 1920), which requires the indication of veterans on a list certified to fill positions in the Civil Service. (Rendered June 21st, 1921.)



# COURT DECISIONS.

## Syllabus of the Court of Errors and Appeals in the Case of Booth and McGuinness.

(75-A. R.-p. 455 & 78, N. J. Law, p. 346.)

### 1. MUNICIPAL CORPORATIONS (§ 67\*)—CIVIL SERVICE LAW—GOVERNMENT BY COMMISSION.

The so-called "Civil Service Law" (P. L. 1908, p. 235) is not vitiated by the fact that, with respect to those municipalities which properly adopt its provisions, the act confers a participation in the local government upon a commission not chosen by the several municipalities affected nor from among their citizens or inhabitants.

[*Ed. Note*—For other cases, see *Municipal Corporations*, Cent. Dig., § 162; Dec. Dig., § 67\*.]

### 2. CONSTITUTIONAL LAW (§ 67\*)—LOCAL SELF-GOVERNMENT BY COMMISSION.

The Constitution of this State does not guarantee to the people of the several political divisions of the State the right of local self-government, so as to disable the Legislature from providing for the government of those divisions by commission chosen otherwise than by the people themselves.

[*Ed. Note*—For other cases, see *Constitutional Law*, Cent. Dig., § 162; Dec. Dig., § 67\*.]

### 3. STATUTES (§ 101\*)—LOCAL AND SPECIAL ACTS—CONSTITUTIONAL LAW.

The Constitution of this State, as amended, prohibits the passage of local or special laws, but not of general laws, "appointing local offices (sic) or commission to regulate municipal affairs."

[*Ed. Note*—For other cases, see *Statutes*, Cent. Dig., § 113; Dec. Dig., § 101\*.]

### 4. CONSTITUTIONAL LAW (§ 45\*)—CONSTITUTIONALITY OF STATUTES—POWERS OF CONGRESS.

In the exercise of the judicial function of declaring an act of the Legislature unconstitutional, the ultimate question is, not whether the court regards the Constitution as permitting the act, but whether the Constitution permits the court to disregard the act; the test being, not the court's judgment as to the constitutionality of the act, but its conclusion as to what judgment was permissible to the legislative branch of the government in which the Constitution has reposed the duty of making such judgment as an incident of the law-making power. Hence, if there be a permissible doubt as to the existence of the constitutional limitation invoked against the validity of an act, the courts will not declare the act to be contrary to the Constitution.

[*Ed. Note*—For other cases, see *Constitutional Law*, Cent. Dig., § 42; Dec. Dig., § 45\*.]

### 5. MUNICIPAL CORPORATIONS (§ 64\*)—LEGISLATIVE POWERS—CONTROL OF MUNICIPALITIES.

The Legislature may impose its will as law upon Municipalities; but, if some other will is to intervene, it must be that of the people who are to be governed by such municipal law and not an alien will, even though it be that of the governing body for the time being of such municipality.

[*Ed. Note*—For other cases, see *Municipal Corporations*, Cent. Dig., §§ 156, 157; Dec. Dig., § 64\*.]



6. MUNICIPAL CORPORATIONS (§ 75\*)—ACCEPTANCE OF MUNICIPAL CHARTER—REFERENDUM—CONSTITUTIONAL LAW.

The distinction observed between legislative acts requiring acceptance to become municipal charters (*i. e.*, referendum statutes) and those conferring legislative powers to be exercised (or not) by the local legislative bodies (*i. e.*, statutes delegating powers of local government); and the further distinction observed between the acceptance of referendum statutes by the people at the polls and the exercise of delegated power by the local legislative body.

[*Ed. Note*—For other cases, see Municipal Corporations, Cent. Dig., §§ 179, 180; Dec. Dig., § 75\*.]

7. CONSTITUTIONAL LAW (§ 63\*)—LEGISLATIVE POWERS—DELEGATION OF POWERS.

A statute in the nature of a supplemental charter that is enacted to take effect upon its adoption by the governing body of a municipality is not a constitutionally enacted law.

[*Ed. Note*—For other cases, see Constitutional Law, Cent. Dig. §§ 108-114; Dec. Dig., § 63\*.]

8. CONSTITUTIONAL LAW (§ 63\*)—CIVIL SERVICE LAW—DELEGATION OF POWERS.

The so-called "Civil Service Law" (P. L. 1908, p. 235), in so far as its operation is made to depend upon its adoption by the governing body of a municipality, is unconstitutional.

[*Ed. Note*—For other cases, see Constitutional Law, Cent. Dig., §§ 108-114; Dec. Dig., § 63\*.]

NOTE.—On the basis of this decision, sustaining the constitutionality of the act, but not its adoption by ordinance of the governing body of a municipality, the Civil Service Law became inoperative February 23d, 1910, in the County of Essex, and in the cities of Newark, Jersey City, Bayonne, New Brunswick and Rahway, and the village of South Orange.

The Civil Service Law has since been adopted by referendum in the County of Essex and the cities of Newark and East Orange, Trenton, Mercer County; Jersey City, Hudson County; South Orange, Paterson, Passaic County; the School District of Newark, the city of Elizabeth, Union County, and Bergen County.

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**The Civil Service Law Cannot Operate to Extend Terms Fixed by Statute.**

County physician not a "department head."

What constitutes a head of a department.

NEW JERSEY SUPREME COURT.

THE ATTORNEY-GENERAL, EX REL.

WILLIAM H. MCKENZIE,

*v.*

DANIEL ELLIOTT.

} Quo Warranto.

*Alonzo Church* (*Joseph L. Munn* with him), for relator.

*John R. Hardin*, for defendant.

SWAYZE, J.

This case was argued before me, by consent, by way of rehearsal, in the hope of a speedy decision, which may be promptly reviewed. I will, therefore, not attempt an elaborate opinion, but will indicate shortly the conclusions I have reached.

I think the election of the defendant in May, 1907, if valid, could only have been for the unexpired term of his predecessor, and not for a new term of two years from the date of his own election. The act of 1900 (*P. L.*

1900, 168) does not expressly define the term in case of an election to fill a vacancy, but it evidently contemplates that the term of service shall end with the first Monday of December of every second year, so as to be coterminous with the term of the freeholders. The reasoning of Judge Folger in *People v. Potter*, 47 N. Y. 375, cited in relator's brief, is convincing, and is supported by the result in *People v. McClave*, 99 N. Y. 83.

The question raised as to the constitutionality of the act of 1908, called the Civil Service Act, is an interesting question if, as the defendant contends, the effect of the act is to give him a secure tenure during good behavior. By section 12 of the Civil Service Law, the commission is directed to arrange offices, positions and employments in the classified service in four classes, one of which is called the exempt class, in which appointments may be made without examination. Two other classes are called respectively competitive and non-competitive. In these classes appointments can only be made after an examination, and section 2 enacts that officers, clerks and employes now in the employ of the State or any municipality adopting the act, shall continue to hold their offices or employments, and shall not be removed therefrom except after a written statement of the reasons for removal and an opportunity to make a written answer; from which it may fairly be inferred that a hearing upon the charges is contemplated. The right of an officer to continue in his place indefinitely depends therefore upon whether he comes within the competitive or non-competitive class of the classified service, or whether he comes within the exempt class, and since the commission is authorized to change the classification from time to time as it deems proper, the necessary result is that the indefinite continuance in office of one whose term has been definitely fixed by act of the Legislature, is committed to the decision of the commission, which may vary it as it sees fit. Among the offices embraced in the classified service are the Vice-Chancellors, whose term is fixed by the statute creating the office at seven years, co-extensive with the term of the Chancellor and Justices of the Supreme Court as fixed by the Constitution. If the defendant's construction is correct, the commission is empowered to change his term of the Vice-Chancellors, from seven years to a tenure during good behavior, while the Chancellor, who appoints them, and by the Constitution is the Court of Chancery, can only hold for seven years. Such a conclusion is sufficiently startling, and if I felt constrained to adopt the construction contended for by the defendant, I should entertain grave doubts as to the constitutionality of the act. The defendant's brief concedes that the act is unconstitutional so far as it affects the Vice-Chancellors, and this concession seems necessary if the defendant's construction is adopted. A construction which leads to declaring an act unconstitutional ought not to be adopted if it can be avoided. It is the duty of the courts to adopt such a construction as will sustain the constitutionality of an act of the Legislature, if it can be done without doing violence to the language of the act. I think such a construction is possible. The act deals first with removals from, and then with appointments to, office. I have quoted section 2, which related to removals; I think this section refers only to officers whose term was not previously fixed by law. It was this class which needed the protection of the act in order to secure them against removal for political causes. The word "removal" naturally applies to one whose term is indefinite; it does not naturally connote the case of an officer whose statutory term has actually expired. In such a case, there is a vacancy, and no removal is necessary. The distinction between removing an officer and filling an existing vacancy not due to removal, but to expiration of term, is a natural one, and makes a reasonable basis for classification. I fail to see how any provisions of the act prohibiting removals from office can operate to extend a term which has already been fixed by act of the Legislature. I conclude, therefore, that Dr. Elliott's term was not extended by the act of 1908. The result is that there should be judgment of ouster, which may be entered February 16.

The pleadings raise the further question of the title of Dr. McKenzie to the office, and it is therefore incumbent upon the court to determine

"the very right to the office," to use the language of the *quo warranto* act. This depends upon somewhat different considerations arising out of the sections regulating appointments. It is argued on this behalf that he is the head of a department and therefore within the unclassified service. I should have some difficulty in holding that an officer whose duties are similar to those of a coroner at common law, who has no office in any county building, and no clerical force under him, is a head of a department within the meaning of the statute. It seems more probable that "heads of departments" in section 11 are the same class of officials as "appointing officers and heads of departments" in section 17, and "the head of a department, office or institution," in section 21. In these sections the words evidently refer to some officer who has a clerical or other force under him, appointed by him. It is, however, unnecessary for us to dwell upon this, since I think other language of the act clearly indicates that the classified service does not include officials with a fixed statutory term who are appointed by the board of chosen freeholders. The object of the act is to secure a permanent tenure to officers coming within its provisions, and what I have already said applies as forcibly to the case of appointments of new officers as to the removal of old ones. If this construction were adopted, the terms would depend on the will of the Civil Service Commission, and their resolutions would operate to repeal legislative enactments. Such a construction is not required. The section which provides the method of appointment in the classified service (section 21) enacts that "the head of a department, office or institution in which a position classified under this act is to be filled shall notify said commission of that fact;" the commission is then to certify three candidates. The board of chosen freeholders is not a mere appointing body; it is the county Legislature; the Civil Service Act itself is in force in Essex County only by virtue of its ordinance. By no stretch of language can such a legislative body be called a "head of a department, office or institution." These words naturally import an officer of an administrative character; they are quite an inappropriate term to designate a body of a legislative character.

The construction I have thus adopted carries out the desirable end of protecting the clerical force in our public offices from removal for political causes, it tends to secure appointments for merit and fitness, the declared object of the act, in cases where there is a probability of determining that merit and fitness by means of competitive or non-competitive examinations, it avoids the absurdity of giving the Vice-Chancellors, at the whim of the Commission, a more secure tenure than the people have seen fit to give the Chancellor and the justices of this court, and it steers clear of the serious constitutional objections to the act which the other construction would involve.

Let judgment be entered on February 16th that the relator is entitled to the office.

**A County Officer, who Holds an Office Created by Statute, the Term of Which is Fixed by the Statute, is not Subject to the Provisions of the Civil Service Act, and is not Entitled to the Benefits Thereof.**

NEW JERSEY SUPREME COURT.

FERDINAND J. HOSP, <i>Prosecutor,</i>  <i>v.</i> THE CIVIL SERVICE COMMISSION OF THE STATE OF NEW JERSEY ET AL., <i>Defendants.</i>	}	On Certiorari.
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Argued before the Chief Justice sitting alone by consent of parties.

For the prosecutor, *Benjamin F. Jones.*

For the defendants, *Edmund Wilson*, Attorney-General, and *Alonzo Church.*

GUMMERE, C. J.

This writ is sued out to test the validity of a resolution of the Civil Service Commission of the State of New Jersey, placing in the classified service, and classifying in the competitive class of the Civil Service, the position of warden of the Essex County Penitentiary. Under the Civil Service Act, all officers, clerks and employes in the service of the State or of any municipality in which the statute is in force who are properly placed in the classified service by the Civil Service Commission are entitled to hold their offices and employments indefinitely and are not subject to removal therefrom except for cause; and the question presented for determination is whether, under the statute referred to, the Commission is legally justified in placing the office of warden of the county jail in the classified service.

In the case of *Attorney-General v. McGinnis*, which was a proceeding in the nature of a *quo warranto* to test the question whether the office of county collector was one which could be placed in the classified service by the Civil Service Commission and thereby made subject to the provisions of the Civil Service Law, it was determined by the trial justice that the act did not apply to the case of officers whose terms are established by law and that conclusion was affirmed by the Court of Errors and Appeals, that court saying, "the construction placed upon the act by Mr. Justice Swayze in the Supreme Court, in so far as the office in dispute is concerned, meets with approval." See Opinions, 49 *Vr.*, p. 385.

By the provisions of "An act to reorganize the government of counties of the first class in this State," approved March 22d, 1900 (*P. L.* 1900, p. 168), the boards of chosen freeholders in such counties are required to appoint, among other officers, a warden of the penitentiary (Sec. 6); and by the provision of the eleventh section of that act the term of that office is fixed at two years; and no statute to which my attention has been called or with which I am familiar has so modified the provision of section 11 as to change the term of this office from a fixed and definite one to an indefinite one. It follows therefore that as the office of warden of the county penitentiary in a county of the first class is one the term of which is fixed and established by law, the incumbent thereof is not affected by the provisions of the Civil Service Law and cannot by any action of the Civil Service Commission be retained in his office after the expiration of his fixed term.

I conclude, therefore, that the resolution of the Civil Service Commission brought up for review by this writ should be set aside.

**Secretary of a County Tax Board is a State Employee.**

Position is that of an officer whose term is fixed by statute and therefore outside of Civil Service Law's protection.

NEW JERSEY SUPREME COURT.  
No. 241. November Term, 1913.

JOHN A. BURGAN, Prosecutor,	}	OPINION. Filed May 19th, 1913.
v.		
NEW JERSEY CIVIL SERVICE COMMISSION AND FRANKLIN E. SMITH,		
Respondents.		

Argued November Term, 1912. Decided 1913.

On Certiorari. Before Justices SWAYZE, VOORHEES and KALISCH.

For the Prosecutor, *H. Starr Giddings*.  
For the respondents, *Harry Wootton*.

The opinion of the Court was delivered by  
KALISCH, J.

The prosecutor, John A. Burgan, claims to be secretary of the Atlantic County Board of Taxation by virtue of election held May 1st, 1912. The respondent, Mr. Smith, has been elected secretary of said board at each annual organization thereof from 1906 to 1911, inclusive. The respondents contend that Mr. Smith is an office holder protected by the Civil Service Law. He is, undoubtedly, an officer in the paid service of the State within the case of *Pierson v. O'Connor*, 54 N. J. Law 36, and *Paddock v. Hudson County Board of Taxation*, 83 Atl. Rep. 185. The vital question, therefore, for decision is whether or not his term of employment is fixed by law. If it is fixed then he does not come within the protection of said act.

The solution of this inquiry must be found in the act of 1906, which created the county tax boards (*P. L. 1906, p. 210*), and under which Mr. Smith was employed as secretary to the Board.

A reading of this act makes it manifest that it compels a reorganization of the Board annually, because by force of its provisions one member of the Board goes out each year and a new member takes his place.

And section 3 of the act provides: "Each board, shall upon organization elect from among their number a president, and shall have power to employ a secretary, and fix his compensation, which shall in no case be in excess of the amount paid to any member of such board \* \* \*." The statute clearly implies the employment of a secretary, by the board, for the term of one year, that is during the life of the board which is limited to one year, or otherwise the provision for the organization of the board annually, and the election from their number (including the new member) of a president, and with power to employ a secretary would be rendered senseless.

We think that the term of the secretary is as definitely fixed by law for one year, by the statute, as if the act had in express terms stated that the term of employment of the secretary shall be one year. The logical sequence of this view is that Mr. Smith's term was fixed by law and was properly filled by the new board.

It does not appear that there has been any action taken by any board which the certiorari could reverse, and, therefore, the prosecutor cannot succeed in this proceeding. But the new practice act was intended to meet such a condition as is presented here, and since it appears that the prosecutor is entitled to relief he may file an information.

**The Civil Service Law Applies to Employees of County Tax Boards as State Employees.**

The Civil Service Law cannot operate to prevent abolition of positions for reasons of economy.

NEW JERSEY SUPREME COURT.  
November Term, 1911.

JAMES C. PADDOCK,	} Relator,
v.	
HUDSON COUNTY BOARD OF TAXATION	
	} Defendant.

Argued November Term, 1911. Decided April 11th, 1912.

1. The relator held a clerkship in the office of the Board of Taxation of Hudson County since 1906. The board had a larger clerical force than it needed for the proper transaction of its business and therefore, for the purpose of economy, it decided to dispense with the services of the relator and two other clerks and dismissed them. Held, that though the relator was in the paid service of the State and within the protection of the Civil Service Law, it did not preclude the Board of Taxation from abolishing the clerkship and dismissing the relator when done in good faith and for the purpose of economy.

**The Sergeant-at-Arms of the Supreme and Circuit Courts Within a County is in the Civil Service of the State.**

JOHN F. LEE	} v.
CIVIL SERVICE COMMISSION.	

Submitted February Term, 1914. Decided June, 1914.

Rule for Mandamus.

Before Justices SWAYZE and BERGEN.

*Joseph A. Delaney* for relator.

*Nelson B. Gaskill*, Assistant Attorney-General, for defendant-respondent.

**PER CURIAM.**

The only question is whether the sergeant-at-arms of the Supreme and Circuit Courts within a county, appointed by the Justice of the Supreme Court, pursuant to section 17 of the act of 1900 (*P. L. 352*), is in the Civil Service of the State or in the Civil Service of the county. If in the Civil Service of the State, the relator is not entitled to a mandamus, since as far as appears he was not appointed in compliance with the Civil Service Act. If in the Civil Service of the county, he was properly appointed since the county of Passaic had not then adopted the Civil Service Act. The question seems to be settled adversely to the relator by the decision in *Pierson v. O'Connor*, in 54 *Law* 36. We cannot distinguish in this respect between the clerk of a district court and the sergeant-at-arms of the Circuit Court. The reasoning is applicable alike to both cases.

The rule must be discharged, with costs.

**Sanitary Inspector of Hudson County Board of Health Dismissed  
as Alleged for Reasons of Economy Was  
Illegally Dismissed.**

NEW JERSEY SUPREME COURT.

1912—November Term 4789. (No. 335.)

JOHN F. NAGLE, <i>Prosecutor,</i>	} MEMORANDUM. KALISCH, J. April 14th, 1913.
<i>v.</i>	
BOARD OF HEALTH AND VITAL STATISTICS OF HUDSON COUNTY, <i>Defendants.</i>	

Submitted November Term, 1912. Decided April, 1913.

On Certiorari.

Before Justices SWAYZE, VOORHEES and KALISCH.

For the prosecutor, *Mark A. Sullivan.*

For the defendants, *Nathan H. Pendergast.*

**PER CURIAM.**

This certiorari brings up for review a resolution adopted by the Hudson County Board of Health and Vital Statistics, on December 27th, 1911, which reads as follows: "Whereas, we are advised by counsel that under the act entitled 'A supplement to an act entitled "An act concerning county boards, established for the protection of the public health and the registration of vital fact and statistics in counties of this State"' (Laws 1885, p. 239), which is still in force, this board has no power to appoint more than three health inspectors, and this board, under a misapprehension of the law on the day of April, 1911, adopted a certain resolution appointing four Sanitary Health Inspectors.

"Therefore, be it resolved, That said resolution be and the same is hereby repealed so far as it appointed and purported to appoint John F. Nagle as one of said Sanitary Inspectors and that the said John F. Nagle be and he is hereby discharged from said office or position of Health or Sanitary Inspection and from the employment of the board; and be it further resolved, that this resolution take effect immediately."

It is conceded by a written stipulation between the parties that the position from which the prosecutor was removed by the resolution was in the competitive class of the classified service of the Civil Service law; that the prosecutor was discharged before he had been furnished with a written statement of the reasons for such action and without being allowed a reasonable time in which to make written answer thereto. It appears that the only notice the prosecutor received of his discharge was a letter to the effect that the board has rescinded the resolution by which the prosecutor was appointed an inspector.

From an examination of the return to the writ and the concession made in the defendant's brief, it appears that there was no such resolution of April, 1911, or of any other date, appointing four Sanitary Health Inspectors as is stated and referred to in the resolution of December, 1911, and, therefore, the reason given therein by the board for dismissing the prosecutor from office because it had by a former resolution appointed four Sanitary Health Inspectors, whereas the law only permitted the appointment of three, was wholly without foundation.

The return to the writ shows that the prosecutor was appointed to the office from which he was removed on the 7th day of August, 1899. His term was not fixed by law. Subsequent to his appointment on the 7th day of January, 1902, the same board appointed John H. Sullivan to a similar position, and on the 12th day of January, 1903, it appointed Dr. John Connell to the position of medical health inspector. The board having appointed three health inspectors, which is the number the board is

authorized to appoint, it nevertheless, in December, 1903, appointed Alfred H. Mansfield as temporary health inspector and on the 19th day of December, 1904, he was appointed permanently to the position.

The defendant concedes that the appointment of the last-named inspector exceeded the number which it was authorized to appoint, and therefore the appointment was illegal, but it claims that as soon as it was discovered, some seven years later, it discharged the prosecutor for the purpose of curing the illegality and for the sake of economy. This position is clearly untenable. In the first place, the prosecutor held a position in the competitive class of the Civil Service and was not subject to removal except for cause and after notice and hearing, which was not accorded him. Secondly, the extravagance, if any existed, arose from the illegal appointment of a fourth health inspector. If the real purpose was economy the illegal appointee could have been dropped from the payroll without giving rise to any just complaint.

The defendant's plea that the prosecutor was removed for the purposes of economy is not sustained by the facts presented.

A careful reading of the testimony convinces us that the prosecutor's removal was not made in good faith, but for political reasons, and therefore within the express prohibition of section 24 of the Civil Service Law, 3 *Comp. Stats.* 3804, *par.* 80. The resolution dismissing the prosecutor will be set aside.

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**Syllabus of the Supreme Court in the Case of *Salter v. Burk et al.*,  
83 Atl. Rep. 973.**

**1. MUNICIPAL CORPORATIONS (§ 48\*)—GOVERNMENT—GENERAL LAWS.**

By the act entitled "An act relating to regulating and providing for the government of cities, towns, boroughs and other municipalities within this State" (P. L. 1911, p. 462), the management of municipal affairs is intrusted to a board of commissioners; but it largely leaves the mechanism of the adopting city's government and the provisions of its charter untouched. It does not alter general laws or charter provisions relating to the government of such city, except when inconsistent with its provisions.

[*Ed. Note*—For other cases see *Municipal Corporations*, Cent. Dig., §§ 127, 128, 130-133; Dec. Dig., § 48\*.]

**2. MUNICIPAL CORPORATIONS (§ 124\*)—OFFICES—APPOINTMENT.**

Where the law prescribes the term of a municipal officer, it is beyond the power of the board of commissioners of a municipality to elect for a greater or less term, or for an indefinite term, and an attempt to do so will not constitute a valid appointment; and a vacancy, in contemplation of law, will still exist in such office.

[*Ed. Note*—For other cases see *Municipal Corporations*, Cent. Dig., §§ 290-297; Dec. Dig., § 124\*.]

**3. OFFICERS (§ 83\*)—TITLE TO OFFICE—PROCEEDINGS TO DETERMINE.**

One complaining of the illegality of the election to office of another in his stead must first show that he himself has legal title to it.

[*Ed. Note*—For other cases see *Officers*, Cent. Dig., §§ 115-123; Dec. Dig., § 83\*.]

**4. OFFICERS (§ 69\*)—QUALIFICATIONS—CIVIL SERVICE ACT.**

The application of the Civil Service Act (P. L. 1908, p. 235) must be limited to the protection of officers *de jure*, and cannot be extended to keep in office *de facto* officers.

[*Ed. Note*—For other cases see *Officers*, Dec. Dig., § 69\*.]

NOTE—On the basis of the above decision, the suit of Harry B. Salter, to retain his position as city clerk of Trenton, was dismissed.



**The Civil Service Law Cannot be Extended to Keep in Office de facto Officers.**

NEW JERSEY SUPREME COURT.  
November Term, 1912.

FRANK P. SHALVOY,	}
<i>Relator,</i>	
<i>v.</i>	
WILLIS FLETCHER JOHNSON, CIVIL SERVICE COMMISSION OF THE STATE OF NEW JERSEY,	}
<i>Respondents.</i>	

Submitted December 5th, 1912. Decided March

1913.

On rule to show cause why mandamus should not issue, commanding the Civil Service Commissioners of New Jersey to certify on the sheriff's payroll of Essex county the sum of \$45.50 as due relator for pay as court attendant from April 1st to April 15th, 1912.

Before Justices TRENCHARD, PARKER AND MINTURN.

For the relator, *James R. Nugent.*

For the respondents, *Nelson B. Gaskill.*

The opinion of the Court was delivered by  
PARKER, J.

This appears to be an attempt by a temporary appointee to remain permanently in office because he was illegally suffered to remain in the performance of his duties beyond the statutory period. Section 29 of the Civil Service Act (C. S. 3806) provides for temporary appointments in emergencies, "but the head of such department \* \* \* upon employing any such person \* \* \* shall immediately give notice thereof to the commission \* \* \* and as soon thereafter as practicable, a person shall be selected in accordance with the other provisions of this act, whereupon the services of the person or persons so temporarily employed shall cease. In no case shall such employment continue for a longer period than two months, nor shall successive temporary appointments be made to the same position under this provision.

Relator was temporarily appointed a court attendant on November 27th, 1911, "to date from November 18th," to take the place of a man who had died, and the Commission was duly notified. On January 10th, 1912, the Commission certified a list of eligibles, but on representation to it that a change of court officers during the session of the courts was undesirable, relator was (unlawfully after January 18th) continued in office until April 1st, after which date the Commission refused to certify his salary, and the present application is to compel them to do so.

Meanwhile, on March 14th, 1912, the Governor approved chapter 82 of the Laws of 1912 (P. L. 113), being a supplement to the Civil Service Act, providing that every officer of the various county courts, "holding office or employment at the time of the introduction of this act, or may be hereafter appointed, shall continue to hold their offices or appointments, as the case may be, and shall not be removed therefrom except in accordance with the provisions of the act to which this is a supplement." This act is invoked as confirming relator in the position occupied by him at the time of the introduction of the act, and forbidding his removal except by proceedings in accordance with the Civil Service Act. It has been held by this court, however, that the application of the Civil Service Act (of which the act of 1912 is a supplement) must be limited to the protection of officers *de jure*, and cannot be extended to keep in office *de facto* officers. *Salter v. Burk*, 83 Atl. 973, unless, therefore, relator was a *de jure* officer at the time of introduction of the act, he is not entitled to its protection. There is no proof whatever as to

the date of introduction of the act; while it is plain that by reason of the inhibition found in section 29, relator was not a *de jure* officer after January 18th. His counsel argues that the retention of relator in office after the two months was *ultra vires* the Commission, and very likely this is true, but it only emphasizes the point that after January 18th he was not a *de jure* officer. Assuming that the act of 1912 would protect him if introduced before that date, he has not shown the date of its introduction, and so has failed to prove an essential element in his case, viz., that he was a *de jure* officer at the time of such introduction.

The rule to show cause will be discharged, with costs.

### Employees of Sheriff in County Jail are Under Civil Service.

NEW JERSEY COURT OF ERRORS AND APPEALS.

No. 7 a., November Term, 1912.

EDMUND WILSON, ATTORNEY-GENERAL	}
EX REL. PATRICK J. SULLIVAN,	
Plaintiff in Error,	
v.	
JOHN J. McOSKER,	}
Defendant in Error.	

On information in nature of *quo warranto*.

Argued at November Term, 1912. Decided March 3d, 1913.

On error to Supreme Court.

For the plaintiff in error, *Collins & Corbin*.

For the defendant in error, *Joseph M. Noonan*.

The opinion of the Court was delivered by  
KALISCH, J.

The relator, Patrick J. Sullivan, was the warden of the Hudson County Jail at the time when the Civil Service Law went into operation, having been appointed to that position by Sheriff Kelley. Sheriff Wedin, who was Sheriff Kelley's successor, removed Sullivan without charges or hearing, and appointed John T. McOsker in his place. The relator attacked this appointment by *quo warranto*, and the facts being undisputed, the defendant filed a demurrer, which was sustained by the Supreme Court and judgment given in favor of the demurrant. This judgment is now here, for review, on error. The only question involved and presented is the applicability of the Civil Service Law of 1908 (3 Comp. Stats., 3795) to the position of warden held by the relator.

The position assumed by the defendant is that the warden or headkeeper of the common jail did not hold his office under the government of the county, but was an "officer, appointee and employe of the sheriff," and therefore not within the protection of the Civil Service Law, and hence was removable at the pleasure of the sheriff, without a hearing or charges. To support this assumption it is argued that from the very earliest period in the history of jails in England and in this State the sheriff was the absolute custodian of the jail, and was held personally responsible for its management and for the escape of any prisoner confined therein. His employment of assistants to aid him in governing the jail was a personal one and created the relation of employer and employe between them—the assistants being paid out of the emoluments of his office. That the act of 1905, in providing a salary for the sheriff in lieu of fees, did not affect the nature of the relation existing between the sheriff and the headkeeper of the jail, the effect of the act being to transfer the disbursing of the funds for the maintenance of the jail from the

sheriff to the financial officers of the county. And it is further argued that the fourth section of the act of 1905, in providing as follows; "said sheriff shall select and employ the necessary deputies and assistants for said office, who shall receive such compensation as shall be approved by the board of chosen freeholders, and who shall be paid monthly by the proper disbursing officer of the said counties on warrants authorized by the board of chosen freeholders of their respective counties," is declaratory of the theretofore existing relationship of employer and employe between the sheriff and his appointees, and emphasizes the force of the contention that the statute left unimpaired the sheriff's absolute right to appoint and remove his subordinate, by having expressly declared it to be his right and duty to select and employ them. And also because the seventh section of the act provides that nothing contained therein shall relieve the sheriff from being subject to all the duties, responsibilities and liabilities theretofore devolving upon him by law.

This argument is unsound. The fallaciousness of it consists in the assumption of the defendant that the relation created between the sheriff and those he selects and employs as his assistants is a private and domestic one—that of master and servant—and governed by the law concerning such a relation. This is palpably an erroneous view of the matter. As soon as the sheriff selects and employs assistants they become the servants of that municipality for whom the sheriff is acting as the agent, and they become amenable for their official misconduct, in the performance of the public duties devolved upon them in their respective positions, to the public. In concise terms they are minor public officials acting under the supervision of an official of a higher rank or grade. And, further, the common jail of a county is not a private institution, but is, as has been well said by Gummere, C. J., in *Freeholders v. Kaiser*, 46 Vt., p. 15, a county institution, and the burden of its maintenance has always rested upon the county. It is a public institution necessary to the protection and welfare of the community. To maintain it properly it must have a headkeeper and assistant, because the inmates confined therein are mainly of the criminal classes, and need strict and constant surveillance. The duties to be performed in and about the care and maintenance of the common jail are public duties, in the proper performance of which the public is interested. The mere fact that the sheriff is the person designated who shall select and employ the assistants does not make such assistants his employes whom he can discharge at will. In making the selection and employment he does so as agent of the State. The selection and employment of assistants to aid him in the performance of public duties required of him must devolve upon someone, and the Legislature, in this instance, has cast that duty upon the sheriff, and judiciously so, for he is most nearly interested in that the persons selected and employed to aid him in the discharge of such public duties shall be capable and honest. That the warden of the common jail, in caring for it, is engaged in discharging a public duty in the interest of the people of Hudson county cannot be successfully controverted. He, as well as the sheriff, is responsible to the county for any official neglect, notwithstanding the fact that the sheriff stands surety for the warden's official conduct. The fact that the county pays the warden for such services out of the county funds makes him an employe in the service of the county and therefore within the protection of the Civil Service Law.

To adopt any other construction would tend to destroy the Civil Service, through the means of which the employes in all departments in the service of the State are enabled to attain a high standard of efficiency, and would practically prevent the application of the Civil Service Law to every department of public service in this State where clerical assistants are selected and appointed by the head of such department. This becomes strikingly manifest from an examination of the act fixing the compensation of certain public offices of the State, 4 Comp. Stats. 4632, the second section of which provides: "That the public offices hereinafter mentioned are hereby authorized by and with the approval of the Governor of this State to employ assistants as may be necessary in the several departments, provided that the annual cost thereof shall not exceed the amounts hereinafter allotted to the several departments

for that purpose." Then follows a schedule of the departments to each of which is allotted a certain sum of money to be paid to the persons employed in each of the departments, who shall make out their several bills monthly, etc., and present the same to the Comptroller and on his warrant to be paid by the Treasurer of the State.

These persons are all employed by the heads of departments with the approval of the Governor, and yet it would hardly be said that they were not State officials protected by the Civil Service Law. Another example to be noted is section 6 of 4 Comp. Stats. 4634, by which the Secretary of State is allowed \$4,000 for clerk hire, for which he is required at all times to employ and keep in his office a sufficient number of competent clerical assistants.

An examination of the statutes on this subject shows that nearly all the clerks and assistants who are subject to the Civil Service Law are employed by the head of the department and paid by the State. And this course is followed in each of the counties of the State where the clerk of the county and the surrogate are required to employ sufficient assistants for which the county pays, and there has been no substantial reason given why the sheriff's appointees after the sheriff was put on a salary and required "to select and employ the necessary deputies and assistants who shall receive such compensation to be paid monthly by the proper disbursing officer of the county," should stand on a different basis. That the powers of the sheriff are subject to statutory regulation can be hardly doubted, when for a century the Legislature has assumed this power, *State v. DeLorenzo*, 52 Vr. 613. It has granted to the sheriffs the care of the county jails; it has taken such power from the sheriff and committed it to the board of chosen freeholders where it remains in most of the counties of this State, and it has in counties of the first class committed to the sheriff the control and management of the county jail.

If the warden of the county jail is beyond the protection of the Civil Service Law, simply because he is selected and employed by the sheriff, then every other clerical position which the law requires certain public officers to fill with assistants selected and employed by them, but paid by the county or State, would also be beyond the reach of this law. Again, if the defendant's contention were upheld it would strike a disastrous blow to the well-being of the State asylums and other institutions of that class where the superintendents thereof are empowered to select and employ their assistants, and yet it has never been doubted that such assistants when appointed hold their several offices under the Civil Service Law.

It must be borne in mind that the object of the Legislature was to secure by means of the Civil Service Law efficient public service in the State institutions and in the governmental departments of this State. Therefore, in applying this statute to any particular given case the court must above all recognize and enforce the broad public policy which underlies it. In order to carry out the legislative policy which had in view the welfare of the people, in that it may receive good and efficient service from its public servants, the widest range should be given to the applicability of the law.

This efficient service to which the public is entitled cannot be well subverted by a change in the persons who are appointed and employed by the sheriff to take care of the jail every time a new sheriff is elected, since he can hold his office for no longer period than three years, and is ineligible to a re-election to succeed himself.

It is a self-demonstrative proposition that the warden of a jail during the three years of his incumbency of that office acquires by experience valuable knowledge of the duties required of him and efficiency in their discharge. He is more valuable in the public service than one who has not had that experience. There is nothing in the Civil Service Law which prevents the discharge of an employee who may be found guilty of incompetency or official misconduct, upon charges made and after a hearing. The general design of the act was to put such positions beyond political control, partisanship and personal favoritism, in order to secure to the State and county the best public service. The Supreme Court in sustaining the defendant's de-



specified instances, and makes appointments to all offices and positions thus vacated for the statutory term of one year.

It would be futile to insist that the Civil Service Act, passed in 1908, was repealed by the provisions of the Strong Act, passed in 1902; but it is insisted *per contra* that the Civil Service Act neither expressly nor by implication repeals the provisions of the Strong Act. That it does not repeal it in express terms may be, conceded.

In counties where the Civil Service Act has not been adopted this question could not arise, for there the Strong Act, in all its efficacy, would alone be applicable. But, in Essex county, where the Legislature has enabled its electors to adopt both of these enactments at the same election, the solution of this inquiry becomes a question of ascertaining the legislative intent.

The rule is fundamental that repeals by implication are not favored, and courts will never so construe laws if by reasonable construction the entire product of the legislative will may stand. (*Hotel Ref. Realty Co. v. Stafford*, 70 N. J. L. 528.)

These enactments must be considered not as isolated and disconnected chapters in the conception of an author. They are in *pari materia*, and must be read together, as chapters proceeding from the legislative mind indicative each in its own sphere of a legislative public policy for the administration of county affairs. It is not to be assumed that the Legislature intended an absurdity, or that absurd consequences shall flow from its enactments. (*Oates v. National Bank*, 100 U. S. 239; *State v. Clark*, 29 N. J. L. 96.)

And yet, if we are to construe these enactments so as to sustain the action of this board, we must assume that the Legislature held out to the voters of Essex county for public acceptance at an election involving a large expenditure of public funds, two enactments, one of which when thus adopted is *eo instanti* repealed the other.

We perceive no inconsistency in these enactments. They both register the legislative will upon two distinct questions of public policy in the regulation of State, county and local government. The one has for its prime object, as its original title indicates, the reduction of county representation in the boards of freeholders of the State, thus making at once for economy and efficiency of administration, with the question of appointments to employment under the supervision of such boards as a subsidiary and incidental motive. The other enactment represents the result which we must judicially notice, of a pressing public demand in nation and State, for the abolition of a system of public employment based upon stratagem and spoils, and the substitution therefor, *pro bono publico*, of a system of employment based upon business like methods of merit and fitness.

The inconsistency between two of such acts is not apparent. They both fit into the legislative scheme of economy, efficiency and fitness.

If these prosecutors are to remain in the county employment, it will be because the Civil Service policy of the State, accepted by the county, has stamped the imprimatur of fitness and efficiency upon them. If they are to be rejected under these resolutions of the board, it can only be because the vote of the people and the declared public policy of the State are to be set at naught by the provisions of an act passed six years prior to this legislative declaration in the interest of the public service.

It is to be observed that a repealing clause in the Strong Act, or in any of the supplements or amendments, can be held to apply only retrospectively and repeals only legislation in existence at the time of the passage of the original act. (*Farrell v. State*, 34 N. J. L. 421.) If this rule be applied to the provisions of the Civil Service Act, it may well be contended that there is contained in its second section ample evidence of a specific legislative intent to repeal anything inconsistent with the effective operation of the public policy therein declared.

This construction of these legislative measures leads us to conclude that the prosecutors are not occupying an office for a term with a fixed statutory tenure, and, as such, excluded from the operation of the Civil Service Act (*McKenzie v. Elliott*, 77 N. J. L. 43); but, on the contrary, that they are

clerks or employes of the board of freeholders, and so, within the specific language, and the plain intent of that act, are protected from removal from their employment for any cause other than those causes prescribed by the terms of the Civil Service Act and in the manner therein provided.

The resolutions in question will, therefore, be set aside.

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**A Clerk is not an Officer.**

NEW JERSEY COURT OF ERRORS AND APPEALS.  
No. 88. June Term, 1912.

HERBERT WALKER  
Defendant in Error, }  
v. }  
THE BOARD OF CHOSEN FREEHOLDERS }  
OF THE COUNTY OF ESSEX ET AL. }

Submitted July 15th, 1912. Decided November 18th, 1912.

1. The provisions of section six of "An act to reduce the number of members of boards of chosen freeholders, &c." (The Strong Act), P. L. 1902, p. 67, concerning the terms of office of certain officers do not apply to a mere clerkship in a county institution.

On error to the Supreme Court.

For the plaintiff in error, *Benjamin F. Jones*.

For the defendant in error, *Frank H. Sommer*.

The opinion of the Court was delivered by  
GARRISON, J.

The judgment of the Supreme Court is affirmed.

We do not find it necessary to consider the question decided by that court respecting the conflict between the provisions of the Strong Act (P. L. 1902, p. 65) and the Civil Service Act (P. L. 1909, p. 294) for the reason that the provisions of the Strong Act, upon which the plaintiffs in error rely, applies only to "offices" and "officers," whereas the appointment they seek to sustain concerns a mere clerkship in one of the county institutions. Such an employment judged by the nature of its duties, as shown by a stipulation, is not an office is clear from our decisions which are collected in the opinion recently filed in the case of *Frederick v. Board of Health* (82 At. Rep., p. 528).

Even conceding that the hold-over officers recognized by the Strong Act are to be treated as such by force of the language of the act under which they are appointed (P. L. 1900, p. 168), such construction does not extend beyond the officers and heads of departments specifically enumerated in section six of that act and "such other officers" as may be determined by the resolution of the board. The duties appertaining to the clerkship in question are performed by an agent employed by the board and not by virtue of any office recognized by this act.

The effect of the Strong Act is not to invest this employment with the attributes of a position, still less to constitute it an office.

Upon this ground the judgment of the court below is affirmed.

**The Adoption of the Civil Service Gives no Preference for Priority of Service Before the Adoption of the Act.**

WILLIAM BELFIELD  
v.  
JOHN J. McMAHON, REGISTER OF THE  
COUNTY OF HUDSON. }

On Rule to Show Cause.

*Alexander Simpson*, for the rule.

*John M. Noonan* and *John E. Dennin*, contra.

Argued at the February Term, 1914, before SWAYZE and BERGEN, JJ.

PER CURIAM.

William Belfield obtained a rule to show cause why a writ to mandamus should not be allowed to compel McMahon, as register of Hudson county, to reinstate him upon the ground that he was discharged by the register when there were other clerks retained, who came into service after he did.

The precise point presented is whether in discharging clerks for the purpose of economy, seniority of service entitles the clerk to preference in the determination of the question who, among a number employed when the Civil Service Law went into effect, should be first discharged.

The contention of the Register is that the term of classified service under the Civil Service Law begins when the law went into effect, and that service prior thereto gives no additional standing except that those employed entered the classified service without examination or other special qualification.

We find nothing in the act relating to the Civil Service which authorizes the Civil Service Commission to extend the qualification to a term of service prior to the enactment of the law. Neither experience or qualification was an element entering into the retention of those in service, and the placing of them in the classified list. They went there automatically, but there we think the preference ceased and that all stood upon equal ground, and that service, prior to the adoption of the act relating to the Civil Service, cannot be considered in determining the question of seniority of employment, the result being that the rule to show cause should be discharged.

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**Employees of Board of Street and Water Commissioners, of Newark,  
Dismissed for Reasons of Economy, Were Properly Dismissed.**

NEW JERSEY SUPREME COURT.  
No. 349. February Term, 1913.

JOHN COLGARRY ET AL.,  
v.  
BOARD OF STREET AND WATER COM-  
MISSIONERS OF THE CITY OF NEWARK. }

Certiorari Reviewing Resolution.

Argued February Term, 1913. Decided June Term, 1913.

*McCarter & English*, attorneys for prosecutors.

*Herbert Boggs*, attorney for defendant.

Argued before Justices GARRISON, SWAYZE and MINTURN.

PER CURIAM.

The writ in this case removes a resolution of the Board of Street and Water Commissioners, removing from office a number of employes of that department of the city government of Newark.



The resolution bases the action of the board upon consideration of "efficient and economical administration of the service of the city, and abolishes the positions of the prosecutors in this language, 'that the several positions and employments now held by them respectively be and the same are hereby abolished and terminated.'"

The practical legal inquiry thus presented is not whether the prosecutors who claim to be protected from removal by the provisions of the Civil Service Act, the Tenure of Office Act and the Veterans Act, are subject to removal; but whether it is competent for the board in the interest of efficiency and economical administration to abolish positions, which in their judgment, honestly exercised, may be dispensed with.

This inquiry has been answered in the affirmative by the various adjudications of this Court whenever the concrete inquiry has been presented.

*Paddock v. Hudson Co. Board of Taxation*, 82 N. J. L. 360.

*Stivers v. Jersey City*, 70 N. J. L. 606.

*State v. Board of Street, Etc., Comms.*, 60 N. J. L. 109.

These adjudications are conclusive upon the question presented here, and the writ will therefore be dismissed.

COURT OF ERRORS AND APPEALS OF THE STATE OF NEW JERSEY.

November Term, 1913.

JOHN COLGARRY ET AL.,  
Prosecutors-Appellants,

v.

BOARD OF STREET AND WATER COM-  
MISSIONERS OF THE CITY OF NEWARK,  
Defendant-Respondent.

Argued December 5th, 1913. Decided January 15th, 1914.

When a municipal corporation *bona fide* and in the interest of efficient and economical administration, determines to reduce the number of its employes by abolishing certain positions in its service, the employes thus removed from their positions are not entitled to notice and an opportunity to be heard in relation to such a proceeding, for, neither the Civil Service Act (Comp. Stat., p. 3795), nor the Veteran Act (4 Id., pp. 4871, 4873), nor the Board of Works Tenure of Office Act (1 Id., p. 984), protects them from such removal or discharge.

On appeal from the Supreme Court.

For the appellants, *Arthur F. Egner* (*Robert H. McCarter* on the brief).

For the respondent, *Herbert Boggs*.

The opinion of the Court was delivered by  
WALKER, CHANCELLOR.

This case presents an appeal from the judgment of the Supreme Court affirming certain proceedings of the board of street and water commissioners of the city of Newark, which were before that court on *certiorari*.

Certain persons employed by the board, and whose positions and employments were abolished, sued out a writ of *Certiorari* to review the legality of the resolution which deprived them of their employment. The resolution brought up recites that certain named employes are unnecessary to the efficient and economical administration of the city, within the jurisdiction of the board, and then provides that those employes be placed on the suspended list and that their respective salaries and wages cease and that the several positions and employments held by them respectively be abolished and terminated.

The employes, thus moved, claim the protection of the Civil Service Act (Pamph. L. 1908, p. 235, sec. 24), which provides that certain employes shall not be removed, discharged or reduced in pay or position or otherwise discriminated against because of political opinions or affiliations, and further that they shall not be removed, discharged or reduced until they shall have

been furnished with a written statement of the reasons for such action and allowed a reasonable time in which to make written answer thereto.

The record shows that all of the persons removed under the respondent's resolution were members of the same political party, but it does not show that those who were retained were all of another political party; hence it does not appear that the prosecutors were discharged from their employment because of any discrimination against them on account of political opinions or affiliations.

The appellants in this case fail to show that their employments were not abolished for the purpose of economy, and, therefore, under the decision of the Supreme Court in *Paddock v. Hudson Tax Board*, 53 *Vroom* 360, they are not entitled to set aside the resolution of the board. As was well said in that case (at p. 361):

"It was not the design of the Civil Service Law to perpetuate the offices regardless of the fact whether they were needed or not. The very spirit of good government intends that useless offices drawing revenue from a municipality or State should be abrogated, and it would be regarded as a betrayal of a solemn trust for a body politic to convert offices contemplated under the Civil Service Law into sinecures or pension places."

The Civil Service Act does not provide that when a municipal corporation proposes to reduce its working force by the abolition of certain positions in the interest of efficient and economical administration, that the employees thus affected shall be entitled to notice and an opportunity to be heard in relation to such a proceeding. The case before us does not fall within the provisions of the Civil Service Act.

Nor does the Veteran Act protect such of the appellants as are honorably discharged Union soldiers, as the abolition of their positions is not shown to be illusory and appears to be *bona fide*. *Stivers v. Jersey City*, 41 *Vroom* 606. See also, *Beirne v. Jersey City*, 31 *Id.* 109; *Harker v. Bayonne*, *ante* p. 176.

Those who are sought to be protected by the Board of Works Tenure of Office Act (Pamph. L. 1910, p. 40), are in no better position. That act provides that no employee of a municipal board of street and water commissioners who shall have been in such employ continuously for a space of five years shall be removed, discharged or reduced in pay or position, except for inefficiency or other just cause, until he shall have been furnished with a written statement of the reasons for such removal, discharge or reduction, and shall have been given a reasonable time to make written answer thereto, nor until the charge or charges shall have been examined into and found true in fact, upon reasonable notice and an opportunity to be heard. This, it will be seen, is practically the same protection which is afforded by the Civil Service Act. For the reason that the Civil Service Act does not apply, the Board of Works Tenure of Office Act does not apply.

We have examined the other grounds of appeal and find them to be without merit.

The judgment under review will be affirmed, with costs.

For affirmance—The Chancellor, Chief Justice, Trenchard, Parker, Bergen, Voorhees, Kalisch, Bogert, Vredenburg, Congdon, White, Terhune, Heppenheimer, JJ.—13.

For reversal—None.

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#### On Rule to Show Cause why a Peremptory Mandamus Should Not Issue.

Before Justices TRENCHARD and KALISCH.

For the relator, *Richard Doherty*.

For the respondent, *Boyd MacLean* and *William D. Edwards*.

The opinion of the Court was delivered by  
KALISCH, J.

The relator was an assistant clerk in the office of the Board of Taxation of Hudson County. He had been in the employ of the board in the same capacity since 1906. For some time prior to the dismissal of the relator

from his clerkship, the board, it seems, had under consideration the great cost of conducting its business and for the purpose of reducing the expenses and in the interest of an economical administration of the office, and at the same time having due regard to the maintaining of efficient and proper service, decided to dispense with the services of some of its clerks. The board had a clerical force consisting of eight or nine clerks at an annual expense of sixteen thousand dollars. Its first step was to request the board of chosen freeholders of Hudson County that the appropriation going into effect December 1st, 1911, be reduced by the amount of fifty-one hundred dollars, and subsequently on July 1st, 1911, the Board of Taxation, by resolution, directed that the services of three of its clerks, one of whom was the relator, should be dispensed with from and after August 1st, 1911.

The Board of Taxation in justification of its action contends: First, that the relator is not within the provisions of the Civil Service Law of this State; section 11 of that law provides: "The classified service shall include all persons in the paid service of the State or the municipalities thereof that may adopt the provisions of this act, not included in the unclassified service." Comp. Stats., p. 3799. Hudson County had not at the time of the employment or dismissal of the relator adopted the act; and it is further contended the relator was not in the paid service of the State.

There is no merit in the claim that the relator was not in the paid service of the State. The mere fact that the county paid him his salary does not, according to the reasoning in *Pierson v. O'Connor*, 25 Vr. 36, make him less a person in the paid service of the State.

Second. It is claimed that the testimony shows that the relator was not discharged nor removed, but that his office was abolished for the purpose of economy.

A fair reading of the testimony seems to bear out this claim. It was not the design of the Civil Service Law to perpetuate offices regardless of the fact whether they were needed or not. The very spirit of good government intends that useless offices drawing revenue from a municipality or State should be abrogated, and it would be regarded as a betrayal of a solemn trust for a body politic to convert offices contemplated under the Civil Service Law into sinecures or pension places.

The testimony satisfies us that the relator's office was abolished for the purpose of economy and without any discrimination on account of politics, but in good faith, and hence was justifiable.

It is further to be observed that the action of the county board, recommending to the finance board that the appropriation be cut down to the amount of the annual salaries of the three clerks dismissed, is strong evidence of good faith on the part of the Board of Taxation to get rid of unnecessary expense, and is almost a conclusive answer to the relator's claim that he was improperly removed or discharged.

The rule to show cause will be discharged.

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**A Person Who Has Been Retired on a Pension Cannot be Reinstated Without Being Subject to the Civil Service Act.**

NEW JERSEY SUPREME COURT.

JOHN H. MORRIS,  
Prosecutor,

vs.

THE BOARD OF COMMISSIONERS OF  
JERSEY CITY AND JOHN SWEENEY.

JERSEY CITY, N. J., July 14th, 1914.

SWAYZE, J.

This is a certiorari removing an order reinstating Mr. Sweeney as a captain of the fire department of Jersey City. It appears that he was retired some years ago under the Pension Act for disability, and afterwards he was rein-

stated without any proceedings under the Civil Service Law, and it is urged that the attempt to reinstate him without an examination as required by the Civil Service Act was illegal. It turns upon whether his retirement put him out of his position and made him a pensioner, or whether he still remained liable to be restored to duty. I cannot understand how a man who is physically incapacitated in one year and retired on a pension can afterward be reinstated to his same position without being subject to the Civil Service Act. I think, therefore, that the action in reinstating him was contrary to law. The only trouble I have in the case is whether Mr. Sweeney was made a party to this writ. The brief on the part of the prosecutor is endorsed with his name as defendant; the brief on the other side states that he has not been made a party. The original return was before me, and on that original return he does not seem to have been made a party, although his name is endorsed on the writ. It may have been served upon him; I am not sure. If it has been served upon him, then a judgment may be entered setting aside the offer of reinstatement. If it has not been served upon him, he is entitled to a hearing, and no judgment will be entered until he is brought into court and given an opportunity to be heard on his own behalf. It is quite likely he trusted to the action of the Board of Commissioners and the city attorney, and if so, the judgment may be entered. At present no judgment will be entered until I am satisfied that he has been given a chance to be heard.

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**The Members of the Commission in Municipalities Operating Under the Walsh Act are the Sole Principal Executive Officers.**

NEW JERSEY SUPREME COURT.  
February Term, 1915.

MARY FEENEY  
vs.  
CIVIL SERVICE COMMISSION. }

Argued February 18th, 1915.  
Decided June, 1915.  
On rule for mandamus.  
Before Justices SWAYZE, PARKER and KALISCH.  
*John Bentley*, for the rule.  
*Herbert Boggs*, Assistant Attorney-General, opposed.

**PER CURIAM.**

The facts and the question involved are thus stated in the brief of counsel for the rule:

Jersey City has adopted the provisions of the so-called "Walsh Act," Chapter 221, Laws of 1911. The present members of the Board of Commissioners of that city were elected on the 10th day of June, 1913, and were organized under said act on the 17th day of June aforesaid. On the day last mentioned George F. Brensinger, one of the members of the said board, was elected or appointed by the said Board of Commissioners to be Director of Revenue and Finance, and at the same time was elected or appointed by the said board Treasurer of Jersey City, Comptroller of Jersey City and City Collector of Jersey City. Subsequently the said George F. Brensinger appointed one Joseph F. S. Fitzpatrick to be his private secretary, and the said Fitzpatrick has ever since, and still is, such private secretary to the said Brensinger as Director of Revenue and Finance. Subsequently, on the 29th day of October, in the year 1914, the said board, declaring that there was necessity for a confidential stenographer to the said Brensinger as City Comptroller, appointed the relator such stenographer. The City Clerk of Jersey City certified such last-mentioned appointment to the Board of Civil Service Commissioners.

The Civil Service Commissioners declined to consider the said relator as being in the exempt class under the provisions of the so-called Civil Service Law (P. L. 1908, p. 235). The said Civil Service Board has also refused to certify the name of the said relator for payment as provided for in the twenty-sixth section of the said Civil Service Act, and it is under this twenty-sixth section that she now makes her application for a writ as authorized and directed therein.

The theory of the relator is that her appointment is valid, and that she is entitled to payment as an appointee coming within the fourth subdivision of the thirteenth section of the Civil Service Act as a stenographer to a principal executive officer, to wit, the Comptroller of Jersey City.

The statute provides that one private secretary, or clerk, or stenographer of such principal executive officer shall be included in the exempt class. We think the Treasurer, Comptroller and Collector of Jersey City are not principal executive officers. Section 4 of the Commission Government Act expressly enacts that the Board of Commissioners shall have and possess all administrative, judicial and legislative powers now had and possessed and exercised by the Mayor and City Council and all other executive or legislative bodies in the city and have complete control over the affairs of the city. If this office of Comptroller can be said to exist, still he is obviously a mere employe of the commissioners and no longer a principal executive officer.

The rule must be discharged, with costs.

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**Fire and Police Commission, and not the Chief of Police, is the Head and Principal Executive Officer of the Police Department.**

NEW JERSEY SUPREME COURT.  
November Term, 1916.

THE STATE EX REL., THE BOARD OF FIRE AND POLICE COMMISSIONERS OF THE CITY OF PATERSON AND HOWARD GALL,	}	<i>Relators,</i>
		<i>v.</i>
GEORGE H. BURKE ET AL., CIVIL SERV- VICE COMMISSIONERS OF THE STATE OF NEW JERSEY,		<i>Defendants.</i>

On application for mandamus.

Before Justices SWAYZE, MINTURN and KALISH.

For the relators, *Francis Scott*.

For the defendants, *Herbert Boggs, Assistant Attorney-General*.

PER CURIAM.

The Board of Fire and Police Commissioners and Howard Gall apply for a mandamus to compel the Civil Service Commissioners to approve and to certify to the payroll, as to Howard Gall, as deputy chief of police of the city of Paterson.

The Board of Fire and Police Commissioners, on May 9th, 1916, passed an ordinance creating a first assistant to the chief of police to be known as deputy chief of police. By virtue of this ordinance, Mr. Gall was appointed deputy chief. The power of the board of fire and police commissioners to create the position of deputy chief of police is not disputed. In fact it is conceded. The controversy between the litigants is centered on the proper

classification of the position thus created, namely, whether the position is in the exempt or in the competitive class.

For the defendants it is claimed that the position of deputy chief of police does not come within par. 1 section 13 of the Civil Service Act, P. L. 1908, p. 242, because that statutory provision in declaring what positions shall be included in the exempt class, is expressly limited to the position of deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal. And in view of this, counsel for defendants argues that the board of fire and police commissioners is the head of and principal executive officer of the police department, and that being so the chief of the police is not the head and hence the deputy to the chief of police is not a deputy to the principal executive officer; that the term "principal executive officer," mentioned in par. 1, section 13, contemplates solely, heads of departments mentioned in par. 11 of the act, p. 241. We deem this reasoning sound. We think it clearly appears that the position of the relator does not come within the exempt class referred to, and that, therefore, the Civil Service Commission had properly classified the position in the competitive class of classified service.

The writ will be denied, with costs.

#### Deciding Validity of Chapter 120, P. L. 1915.

NEW JERSEY SUPREME COURT.  
No. 226. June Term, 1916.

EDWARD I. EDWARDS, Comptroller,  
Prosecutor, }  
v.  
FREDERICK PETRY, JR., }  
Defendant.

Argued June Term, 1916. Decided November Term, 1916.  
On Certiorari.

*Francis H. McGee and Herbert Boggs*, for the Attorney-General.  
*Linton Satterthwait*, for defendant.

Argued before Justices SWAYZE, MINTURN and KALISCH.

#### PER CURIAM.

This is a writ of certiorari to review an order made by Justice Trenchard, under chapter 120 of the Laws of 1915, providing for an order by a Justice of the Supreme Court to enforce rights under the Civil Service Act.

In the present case the defendant appealed to the Civil Service Commission and met with an adverse decision, and thereupon applied to Justice Trenchard and secured an order reversing the action of the Commission.

We do not find in the case that Justice Trenchard went further than to issue a rule to show cause on the Comptroller, and the power to issue the writ was therefore challenged in limine. This involves the questions that were discussed in this Court in *New Brunswick v. McCann*, 74 *Law* 191; *Newark v. Kazinski*, 90 *Atl.* 1016, and *Summit v. Iarusso*, 94 *Atl.* 806.

We think that while the case presents some difficulty, we are bound, nevertheless, to follow the last two cases, which seem to us controlling.

We think that the jurisdiction given to the Justices of the Supreme Court, by the act under consideration, in no way interferes with the right of the Supreme Court to review the entire case by certiorari, but superadds an additional step in a proceeding which may ultimately reach this court as a reviewing tribunal.

We are not to be understood as approving of this character of legislation which quite insidiously results in unsettling the legal machinery of the court, without gaining ultimately any substantial advantage to the litigant by the disarrangement.

We think this writ must be dismissed.

## APPENDIX III.

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### Rules of the New Jersey State Civil Service Commission.

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Adopted September 22, 1919.

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In the exercise of the power conferred upon the Civil Service Commission under the provisions of Section 8, Chapter 156, P. L. 1908, the following rules for the regulation of the Classified Civil Service of the State of New Jersey and the various civil divisions thereof, operating under the provisions of the Civil Service Act, are hereby adopted.

Signed, JOHN D. PRINCE, President.  
EDWARD H. WRIGHT,  
WILLIAM D. NOLAN,  
WILLIAM K. DEVEREUX,  
MAX MILLER.

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#### RULE I.

##### THE UNCLASSIFIED SERVICE AND THE CLASSIFIED SERVICE.

SECTION I. THE CIVIL SERVICE —HOW DIVIDED: The Civil Service of this State and of the municipalities thereof when and as they may adopt in the manner prescribed the provisions of the Civil Service Law shall be divided into the Unclassified Service and the Classified Service.

SECTION II. THE UNCLASSIFIED SERVICE: The Unclassified Service shall not be subject to any of the provisions of the Civil Service Law and shall include:

- All officers elected by popular vote;
- All officers appointed by the Governor, with or without the advice and consent of either or both branches of the Legislature;
- All officers and employes appointed by either or both branches of the Legislature;
- All election officers;
- All heads of departments;
- All assistant prosecutors of the pleas;
- All heads of departments of the State government and members of commissions and boards thereof;
- All appointments of the mayor and, also, heads of departments and members of commissions and boards elected by the board of alder-



men, common council or other governing body of the municipalities that may adopt the provisions of the Civil Service Law;

All law officers of any municipality that may adopt the provisions of the Civil Service Law;

All officers, non-commissioned officers, enlisted men and other persons employed in the military or naval service of the State;

All superintendents of, teachers and instructors in the public schools and State agricultural institutions;

All superintendents of State institutions, county superintendents and members of all boards of education;

All police magistrates appointed by the mayor or other head officer of any municipality that may adopt the provisions of the Civil Service Law;

\*All assistants appointed by the prosecutor in first class counties for the specific purpose of investigating complaints relating to the registration of voters and in the enforcement of the laws regarding the conduct of elections;

†All State and municipal officials and employees having, by law, a fixed term. .

**SECTION III. CLASSIFIED SERVICE:** The Classified Service shall include all persons in the paid service of the State, and the municipalities thereof which have or may hereafter adopt the provisions of the Civil Service Law, not included in the Unclassified Service. The Classified Service shall be arranged by the Civil Service Commission into four classes, to be designated as:

- (a) The Exempt Class,
- (b) The Competitive Class,
- (c) The Non-Competitive Class, and
- (d) The Labor Class;

which classification may be changed from time to time as the Civil Service Law and rules may require, and as the Commission may deem proper.

**SECTION IV. EXEMPT CLASS:** Appointments to positions in the exempt class may be made without examination, and the following positions shall be included in this class:

(a) The deputy or first assistant of principal executive officers authorized by law to act generally for and in the place of his principal;

All legal assistants of the law department of the State and of the municipalities which have or may hereafter adopt the provisions of the Civil Service Act, including all legal assistants in the office of the prosecuting attorney actually engaged in trial and appeal work;

One secretary or clerk of each department, appointed board or commission authorized by law to appoint a secretary or clerk;

One private secretary or clerk or stenographer of each judge or each principal executive officer;

All officials of State and county institutions who must of necessity be physicians.

(b) All other offices and positions, except laborers, for the filling of which competitive or non-competitive examinations shall be found by the Commission to be impracticable, but no office or position shall be deemed to be in the exempt class unless it is specifically named in such class in the civil service rules, and the reasons for each such exemption are stated separately in the annual report of the Commission. Not more than one appointment shall be made to, or under the title of, any such office or position unless a different number is specifically mentioned in the rules. No office or position in the State service or in any municipal service, unless it shall be classified in the exempt class within forty-five

\* See Chapter 91, P. L. 1919.

† McKenzie v. Elliott, 72 A. P. 47; 77 N. J. L., p. 43.

days after the date of the adoption of the Civil Service Law by such municipality, shall be placed by the Commission in the exempt class except after public hearing, of which suitable public notice shall have been officially given, and at such hearing any citizen of the State shall have the right to be heard, either in person or by counsel, either in opposition to or in favor of the proposed exemption.

(c) Whenever request is regularly made by the proper appointing authority that a position be included in the exempt class, a public hearing shall be ordered of which the Commission shall give at least one week's notice by mailing notices to the daily papers in the State, when such request affects a position in the State service, and in the municipality when the request is for the exemption of a position in the municipal service.

(d) The positions in the exempt class in each office, department, or institution shall be those only which are specifically named in the classification in Appendix I of the Annual Report, or which may hereafter, by action of the Commission and in accordance with the provisions of the Civil Service Law and of this rule, be included therein.

**SECTION V. THE COMPETITIVE CLASS:** The competitive class shall include all positions and employments now existing or hereafter created of whatever functions, designations, or compensations, in each and every branch of the classified service for which it is practicable to determine the merit and fitness of applicants by competitive examination except such positions and employments as are included in the exempt class, the non-competitive class or the labor class.

**SECTION VI. THE NON-COMPETITIVE CLASS:** The non-competitive class shall include such minor positions and employments as are not in the exempt class, or the labor class, and which it is impracticable to include in the competitive class.

**SECTION VII. THE LABOR CLASS:** The labor class shall include all such positions and employments filled by ordinary skilled or unskilled laborers as are not included in either the competitive or non-competitive class.

## RULE II.

### CLASSES AND GRADES—STATE SERVICE.

**SECTION I. CLASS DEFINED:** The term "Class" is used to designate functional divisions or groups which are determined irrespective of departmental organization or lines of authority, and includes offices and employments having duties of similar lines and character.

**SECTION II. GRADE DEFINED:** The term "Grade" is used to designate a subdivision of a class or service when applied to the State service and any municipal service which has been classified and standardized under the provisions of Chapters 24 and 54, P. L. 1918.

**SECTION III. STATE SERVICE DEFINED:** The term "State service" shall include all offices, positions and employments in the classified civil service of the State government.

**SECTION IV. CLASSES AND GRADES ESTABLISHED:** All offices, positions and employments in the classified service of the State are hereby arranged into classes and grades according to the general line and character of the work involved in the respective duties thereof. Within each class there are established grades, each grade comprising offices, positions and employments having duties of substantially similar authority, importance and responsibility. The classes and grades within classes, in the classified service of the State, shall be as follows:

**SECTION V. CLASS A—CLERICAL SERVICE:** The clerical service shall include those offices and positions in the Classified Civil Service of the State, the principal duties of whose incumbents are to perform directed or administrative work incident to office routine or management or to perform other related tasks whether in an office or elsewhere. This service is hereby divided into Grades I, II, III, IV, V, VI, VII.

**SECTION VI. CLASS B—ENGINEERING SERVICE:** The engineering service shall include those positions in the Classified Civil Service of the State whose incumbents are required to perform technical engineering, requiring special training and experience in civil, mechanical, electrical, chemical, architectural, sanitary or other specialized engineering branches, but which does not include work of an inspectional or investigational nature. This service is hereby divided into Grades I, II, III, IV, V, VI.

**SECTION VII. CLASS C—THE AGRICULTURAL DEVELOPMENT SERVICE:** The agricultural development service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to perform or supervise work in connection with the development of agricultural enterprises. This service is hereby divided into Grades I, II, III, IV.

**SECTION VIII. CLASS D—PHYSICIAN SERVICE:** The physician service shall include those offices and positions in the Classified Civil Service of the State, whose incumbents are required to prescribe treatment designed to restore or preserve the health of persons in the employ, care or custody of the State government or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

**SECTION IX. CLASS E—NURSING AND ATTENDING SERVICE:** The nursing and attending service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to care for, attend upon, nurse and administer prescribed treatment designed to restore the health or promote the welfare of persons in the employ, care or custody of the State government or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

**SECTION X. CLASS F—LABORATORY SERVICE:** The laboratory service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to perform routine or research work in chemistry, physics, bacteriology, pathology, biology or other science; to make and record analyses, tests or examinations; to prepare reports for educational purposes, and to perform other related laboratory work, or to supervise such work. This service is hereby divided into Grades I, II, III, IV, V.

**SECTION XI. CLASS G—LEGAL AND JUDICIAL SERVICE:** The legal and judicial service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to conduct legal actions and proceedings in which the State or its boards, departments, commissions, institutions or other units are parties or are interested, and to render legal advice or assistance to public officers, or those positions whose incumbents are required to exercise the judicial powers vested by the State Constitution in the Court of Chancery. This service is hereby divided into Grades I, II, III, IV, V.

**SECTION XII. CLASS H—LIBRARY SERVICE:** The library service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to receive, shelve, accession, arrange, catalogue, circulate and care for books, manuscripts, documents and other library property; to do reference work, or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

**SECTION XIII. CLASS I—PUBLIC INFORMATION SERVICE:** The public information service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to collect, compile and analyze data concerning matters of public health, industry, commerce, civics and public affairs, and to give publicity to these and other matters of public interest through publication, lectures, exhibits or other means, or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

**SECTION XIV. CLASS J—CHAPLAIN SERVICE:** The chaplain service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to minister to the religious needs and comfort of persons in the employ, care or custody of the State government. This service is hereby divided into Grade I.

**SECTION XV. CLASS K—INVESTIGATIONAL AND EXAMINING SERVICE:** The investigational and examining service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to collect, analyze, classify and report on facts, conditions, material or public service for the purpose of obtaining independent bases for official action; to make constructive suggestions and recommendations as required, or to supervise such work. This service is hereby divided into Grades I, II, III, IV, V.

**SECTION XVI. CLASS L—INSPECTIONAL SERVICE:** The inspectional service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to make recurrent observations; to collect, analyze and report on facts, materials and conditions for the purpose of obtaining independent bases for official action, and in order to insure compliance with established orders, standards and specifications affecting the construction and repair of buildings or other structures, public health, safety, sanitation, honest trade, working conditions and service and equipment of public corporations, or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

**SECTION XVII. CLASS M—DOMESTIC AND INSTITUTIONAL SERVICE:** The domestic and institutional service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to care for the domestic needs and comforts of persons in the employ, care or custody of the State government, other than correctional institutions, or to supervise such work. This service is hereby divided into Grades I, II, III, IV, V, VI.

**SECTION XVIII. CLASS N—GUARD AND CORRECTION OFFICER SERVICE:** The guard and correction officer service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to care for, protect, restrain, assist, instruct and direct the work of persons in the custody of the State government, in prisons or other correctional institutions, or to supervise such work. This service is hereby divided into Grades I, II, III.

**SECTION XIX. CLASS O—CUSTODIAL SERVICE:** The custodial service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to have custody of State buildings and grounds; to perform operating, technical, clerical or other work incident to maintaining them in a habitable or suitable condition; to keep order among and assist persons visiting or making use of public buildings and grounds; or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

**SECTION XX. CLASS P—PROTECTION AND CONSERVATION SERVICE:** The protection and conservation service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to perform work in connection with the development, conservation and protec-

tion of the natural resources and wild life in the State, or to supervise such work. This service is hereby divided into Grades I, II, III, IV.

**SECTION XXI. CLASS Q—ENGINEMAN SERVICE:** The engineman service shall include those positions in the Classified Civil Service of the State whose incumbents are required to perform work in connection with the operation, maintenance and repair of steam and electrical machinery, apparatus and equipment, or to supervise such work. This service is hereby divided into Grades I, II, III.

**SECTION XXII. CLASS R—SKILLED LABOR SERVICE:** The skilled labor service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to practice a recognized trade or handicraft, or to perform work in which manual or mechanical skill, and in some cases artistic sense, are essential, or to supervise such work. This service is hereby divided into Grades I, II, III, IV, V.

**SECTION XXIII. CLASS S—LABOR SERVICE:** The labor service shall include those positions in the Classified Civil Service of the State whose incumbents are required to perform or to supervise the performance of routine, unskilled, manual work. This service is hereby divided into Grade I.

**SECTION XXIV. CLASS T—MUSEUM SERVICE:** The museum service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to perform routine or technical work connected with the administration, maintenance and equipping of the State Museum; to insure effective display of exhibits; to exercise responsible care and management of museum property; to perform other work intended to popularize the museum and to bring its activities before the schools and general public, or to supervise such work. This service is hereby divided into Grades I, II, III.

**SECTION XXV. CLASS V—INSTITUTIONAL TEACHING SERVICE:** The institutional teaching service shall include those offices and positions in the Classified Civil Service of the State whose incumbents are required to give instruction to persons in the custody of the State, in those subjects usually included in academic, vocational and trade schools curricula, and supervise such work. This service is hereby divided into Grades I, II.

**SECTION XXVI. PROCEDURE IN CLASSIFYING POSITIONS:** The Commission shall from time to time by order recorded in its minutes, specify, as provided in Section XXX of this Rule, the classes and grades in which the various offices, positions and employments shall be classified. The grade of an officer or employe shall not be changed except in conformity with the provisions of Rule VII governing promotion examinations. Whenever the duties of a position, classified as provided in the foregoing sections of this Rule, are changed so that they differ substantially from the duties prescribed when such office or place was originally classified, and from the duties of other positions in the grade with it as so classified, such change of duties shall operate to abolish such position and to create a new position, and the Commission shall classify such position in accordance with Section XXX of this Rule and follow the same by examination and certification from the eligible list. A change in compensation applying to all positions of the same grade shall not affect the status of employes in such grade.

**SECTION XXVII. RE-GRADING EXAMINATION:** If, at the time of a general re-classification of positions in the classified civil service of the State, a position is classified as of a higher grade than that to which the incumbent was certified as eligible, the Commission may require such incumbent to demonstrate his fitness to perform the duties of such position through a non-competitive examination.

**SECTION XXVIII. COMPENSATION:** Where minimum and maximum limits of compensation are prescribed, by competent authority, for a position in the classified civil service, appointment to such position from either an original entrance or promotion eligible list shall be made at the lowest compensation rate. Advancement from rate to rate within a grade shall be made upon the basis of efficiency provided that service by actual employment at the rate from which advancement is made shall cover at least the period established for that position. The Civil Service Commission may, however, for good and sufficient reason, authorize appointment at a rate higher than the minimum provided or more rapid advancement than provided by the schedule, during the next year following the adoption of this rule.

**SECTION XXIX. TITLES:** Titles in the classified civil service shall be as nearly as possible descriptive of the general duties attached thereto and indicative of the grade, and shall be the same for all positions requiring the same kind and grade of service. Titles so prescribed shall not be changed except by order of the Commission, and such titles as it may adopt shall be used in all reports, all the records of the Commission and on all payrolls and accounts submitted to the Commission for certification.

**SECTION XXX. CREATION OF NEW POSITIONS:** Whenever any new position is created, report of such action shall be made immediately to the Commission by the appointing authority, setting forth a statement of the duties and other data affecting the character and grade of such position. Upon receipt of such report the Commission shall promptly investigate and determine whether such position is in fact new and has been properly created. No position shall be considered as new unless the duties thereof are found to be substantially different from those of every other existing position in the classified civil service. Whenever the Commission finds a position to be in fact new and properly created, it shall, by action recorded in its minutes, specify the class and grade in which such position shall be placed.

### RULE III.

#### CLASSES AND GRADES—MUNICIPAL SERVICE.

*Note*—The classification and standardization of the classified service of municipalities is not compulsory, and until such standardization and classification is established by statute, ordinance or resolution of the municipal governing body, the classification must be based on the authority contained in the original Civil Service Law, and will be as provided in this rule for municipal services.

**SECTION I. MUNICIPAL SERVICE DEFINED:** The term "Municipal Service" shall include all offices, positions and employments in the classified civil service of any county, city, borough or village in the State.

**SECTION II. CLASSES AND GRADES ESTABLISHED:** All offices, positions and employments in the classified civil service of the municipalities under civil service control are hereby arranged into classes and grades according to the general line and character of the work involved in the respective duties thereof, and in accordance with the compensation paid. Within each class there are established grades, each grade comprising all offices, positions and employments having duties of substantially similar character and compensation within the grade limits as established.

**SECTION III. CLASSIFICATION:** All positions in the classified civil service shall be arranged in classes based upon the character of the service rendered as follows:

Class A—Clerical Service—defined as under Section 5, Rule II.

Class B—Engineering Service—defined as under Section 6, Rule II.

- Class C—Agricultural Service—defined as under Section 7, Rule II.
- Class D—Physician Service—defined as under Section 8, Rule II.
- Class E—Nursing and Attending Service—defined as under Section 9, Rule II.
- Class F—Laboratory Service—defined as under Section 10, Rule II.
- Class G—Legal and Judicial Service—defined as under Section 11, Rule II.
- Class H—Library Service—defined as under Section 12, Rule II.
- Class I—Public Information Service—defined as under Section 13, Rule II.
- Class J—Chaplain Service—defined as under Section 14, Rule II.
- Class K—Investigational and Examining Service—defined as under Section 15, Rule II.
- Class L—Inspectional Service—defined as under Section 16, Rule II.
- Class M—Domestic and Institutional Service—defined as under Section 17, Rule II.
- Class N—Guard and Correction Officer Service—defined as under Section 18, Rule II.
- Class O—Custodial Service—defined as under Section 19, Rule II.
- Class P—Police Service: The police service of municipalities shall include all branches of service in the uniformed police service of the respective municipalities.
- Class Q—Engineman Service—defined as under Section 21, Rule II.
- Class R—Skilled Labor Service—defined as under Section 22, Rule II.
- Class S—Labor Service—defined as under Section 23, Rule II.
- Class T—Fire Service: The fire service shall include all branches of service in the uniformed fire service of the respective municipalities.
- Class V—Institutional Teaching Service—defined as under Section 25, Rule II.
- Class W—Social and Recreational Service: The social and recreational service shall include those offices and positions whose incumbents are required to perform social welfare and recreational work, or supervise such work.

SECTION IV. GRADES ESTABLISHED: There shall be established within the several services specified in Section 3 of this rule, unless otherwise provided, the following grades:

- (a) Grade I—This grade shall include all positions in the classified civil service the compensation of which is at the rate of \$600 or less per annum.
- (b) Grade II—This grade shall include all positions in the classified civil service the compensation of which is at the rate of more than \$600 and not more than \$1,000 per annum.
- (c) Grade III—This grade shall include all positions in the classified civil service the compensation of which is at the rate of more than \$1,000 and not more than \$1,500 per annum.
- (d) Grade IV—This grade shall include all positions in the classified civil service the compensation of which is at the rate of more than \$1,500 and not more than \$2,000 per annum.
- (e) Grade V—This grade shall include all positions in the classified civil service the compensation of which is at the rate of more than \$2,000 and not more than \$2,500 per annum.
- (f) Grade VI—This grade shall include all positions in the classified civil service the compensation of which is more than \$2,500 per annum.

In determining the rate of compensation for the purposes of this rule, full maintenance in institutional positions or employments shall be considered as valued at \$250 per annum.

SECTION V. PROCEDURE: The classification of existing or newly-created positions, the establishing of titles, determining compensation rates, etc., unless otherwise provided by statute, ordinance, civil service rule or regulations, shall be in the manner prescribed in Sections XXVI, XXVII, XXVIII, XXIX and XXX, Rule II.

## RULE IV.

## APPLICATIONS.

**SECTION I. FORM OF APPLICATION:** No person shall be admitted to examination until he has filed an application, under oath, upon the form and in the manner prescribed by the Commission. The application shall be filled out and signed in the applicant's own handwriting, provided that where applicants are unable to write their applications may be written by some other person, the applicant signing same by mark, said mark being properly witnessed.

Applications must bear the certificate of at least three reputable citizens to the effect that they have personally known the applicant for at least one year, that they have read his statements and believe them to be correct, that they know him to be of good character and reputation, and that they will, upon request, give the Commission such further information as they may possess. In addition it shall contain, under oath of said applicant, his full name, residence, post-office address, nationality, age, place and date of birth, health and physical capacity for public service, business and employments and residence for the five years immediately preceding the filing of such application and other information regarding the applicant's merit and fitness for the public service as the Commission may require.

**SECTION II. CITIZENSHIP AND HONORABLE DISCHARGE PAPERS REQUIRED:** A naturalized citizen must produce his certificate of naturalization, and persons having served in the army, navy or marine service of the United States must submit their honorable discharge papers for inspection by the Chief Examiner and Secretary. In case of loss of citizen papers or honorable discharge papers, any one of the following proofs of naturalization or honorable discharge, supplementing the affidavit of the applicant in question, will be accepted.

(a) A certified copy of the records of the court where the citizenship papers were originally issued or the affidavit of a citizen of the United States and a freeholder of at least five years' residence in the State to the effect that he knows the applicant to have been in possession of his citizenship papers at or about a certain time, or a certified copy of any court record, under the seal of the court, to the effect that the said applicant has served as a juror in said court.

(b) A certified copy of the service record and honorable discharge of the applicant issued by the Adjutant General of the State or by the War Department of the United States.

**SECTION III. RESIDENCE AND CITIZENSHIP:** No person shall be admitted to examination for any position in the classified civil service who is not a citizen of the United States and a *bona fide* resident of the State, and for any position in the classified civil service of a municipality who is not a citizen of the United States and a *bona fide* resident of such municipality; provided, that any examination of a technical or other character when, in the judgment of the Commission, the good of the service would be promoted thereby, the residence as to municipality may be waived on the request of the appointing authority or governing body and the approval of the Civil Service Commission. The Commission may, when in its judgment a position in either the State or municipal service requires special technical training and when advertisement in the manner prescribed shall have failed to produce from among the citizens of the State suitable eligibles, admit to examination citizens of the United States. The Commission shall include in its annual report a statement of all such examinations, together with the reasons for its action in each case.



**SECTION IV. AGE LIMITS:** No application for examination shall be accepted unless the applicant is within the age limits fixed by the Commission for said examination.

**SECTION V. APPLICATIONS RECEIVED:** Application form shall be furnished without charge to all persons requesting same, and the Commission may fix the limits of time within which applications for a given examination shall be presented, but such period shall in no case be less than ten days.

**SECTION VI. DEFECTIVE APPLICATIONS:** Defective applications shall be returned for correction, and shall be accepted if returned to the Commission in correct form before the date of examination.

**SECTION VII. CERTIFICATES AND LICENSES:** For positions requiring scientific, professional or technical qualifications, the Commission may require evidence of special education for, or practical experience for a satisfactory term in, such science, profession, art or trade, and may require the production of such certificate or license as is provided by the statutes of this State or the ordinance of a municipality for the practice of the profession, art or trade involved.

**SECTION VIII. FALSE STATEMENTS IN APPLICATIONS:** Any false statement knowingly made by any applicant in his application for admission to any examination, or made at his request, or with his knowledge, in any certificate which may accompany his application shall be regarded as good cause for excluding him from such examination or for removing his name from any eligible register.

**SECTION IX. QUALIFICATIONS OF CANDIDATES:** The Commission may refuse to examine an applicant, or, after examination, certify an eligible who is found to lack any of the established preliminary requirements for the examination or position for which he applies, or is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks employment, or is addicted to the habitual use of intoxicating liquors to excess, or any drug, or has been guilty of any crime or infamous or notoriously disgraceful conduct, or has been dismissed from the public service for delinquency or misconduct, or has made false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, or examination or in securing his eligibility or appointment.

Whenever the Commission refuses to examine an applicant, or after an examination, to certify an eligible for any of the above-named reasons, it shall, upon request of such applicant or eligible, grant a hearing upon the cause of such refusal.

**SECTION X. APPLICANTS' NAMES NOT MADE PUBLIC:** Applications, when presented, shall be dated, numbered and recorded in the order of their receipt, and the names of the applicants in any examination shall not be made public except by permission of the Commission.

## RULE V.

### COMPETITIVE EXAMINATIONS.

**SECTION I. DATES AND CONDITIONS OF:** The Commission shall hold examinations for appointment to positions in the competitive class of the classified civil service, and shall fix the dates therefor and the conditions thereof whenever necessary to meet or to anticipate the employment needs of the State and municipal services.

**SECTION II. EXAMINATIONS TO BE PRACTICAL:** The examinations shall be practical in their character, and shall relate to such matters as will fairly

test the relative fitness and capacity of the persons to be examined for the discharge of the duties of the service or of the position which they seek.

**SECTION III. CONSULTATION WITH APPOINTING OFFICERS:** The members of the Commission or the Chief Examiner and Secretary may consult with the appointing authority or with other qualified experts in regard to the qualifications and requirements and the character and standard of examinations, but the questions to be asked shall be kept absolutely secret in advance of the examination.

**SECTION IV. MEDICAL AND PHYSICAL EXAMINATIONS:** Whenever certain physical qualifications are requisite applicants shall be required to submit to such medical and physical examinations as may be prescribed, and be certified as qualified in such respect, before being recorded on the proper eligible list or before certification or appointment as the Commission may determine.

**SECTION V. ORAL EXAMINATIONS AND PRACTICAL TESTS:** An oral test or interview may be made a part of any examination, and special practical tests of fitness may be included in any examination for any position requiring scientific, professional, technical, or manual skill, as the Commission may prescribe. Whenever an oral test is prescribed as any part of any examination, as far as practicable, a stenographic record of such oral questions and the answers thereto shall be made and filed with the applicant's papers.

**SECTION VI. SPECIAL CERTIFICATES REQUIRED:** Whenever in its opinion any position to be filled in the competitive class is of a fiduciary or an executive character, the Commission may require as a part of the examination such special certificates of reputable and responsible citizens as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper. All such certificates shall be properly filed and retained as a part of the official records of the Commission.

**SECTION VII. EXAMINATIONS—WHERE HELD:** Competitive examinations for positions in the State service shall be open to all citizens of the State who comply with the preliminary requirements and who are not debarred by the Commission for sufficient cause. Such examinations shall be held at whatever point or points the Commission may deem advisable. Competitive examinations for positions in the service of a municipality shall be confined to citizens resident in that municipality except as is otherwise provided. All examinations for positions in a municipality shall be held within such municipality unless for sufficient reasons the Commission orders otherwise.

**SECTION VIII. EXAMINATIONS UNDER DIRECTION OF CHIEF EXAMINER AND SECRETARY:** All examinations shall be under the responsible direction of the Chief Examiner and Secretary, subject to the control of the Commission, and the Commission may designate suitable persons in the municipalities in which the examinations are held to act as local examiners, who shall perform such duties in connection with the examinations as the Commission or the Chief Examiner and Secretary may require. When necessary, the Commission may also designate special or expert examiners either in or not in the official service of the State, or of any municipality thereof, to assist in the preparation, conduct or rating of examinations. If such examiner or examiners are in the official service of the State or municipality, it shall be part of their official duty, without compensation, to conduct such examinations as the Commission may direct and to make return or report thereof as required. The Commission may at any time substitute any other person in the place of any special examiner so selected, and the several members of the Commission may themselves act as such examiners.

**SECTION IX. NOTICE OF EXAMINATIONS:** Public notice of all examinations setting forth the title of the position, the time and place of examination, the final date for the receipt of application, the place or places where applications

may be procured and filed, and such other information as the Commission may deem pertinent, shall be given by advertising for at least two weeks preceding the final date for the receipt of applications by at least three insertions in newspapers of general circulation in the State or municipality, as the case may be, by mailing notices to daily papers in the State or municipality, by sending notices in printed form to the county clerks in all counties, for examination for positions in the State service, or of the county in which the municipality is situated for examinations for positions in the municipal service, and such notices shall be posted in a conspicuous place in the offices of such county clerks and of the Civil Service Commission. A circular of information containing notice of the date, time and place of examination, age, citizenship, residence, sex and other qualification requirements, the subjects and weights of examination and such other data as may be deemed proper shall be prepared and furnished in advance of the examination to every person who files application as provided in Section I, Rule IV, and to all other persons requesting information concerning such examination or examinations.

**SECTION X. SUBJECTS AND WEIGHTS:** The subjects of examination and the relative weight for each subject shall be determined by the Chief Examiner and Secretary, subject to the approval of the Commission.

**SECTION XI. IDENTITY CONCEALED:** Each person presenting himself for examination shall fill out an identification sheet, which shall contain his full name and address and such other information as the Commission may require, and shall seal the same in an official envelope. The identification sheet and the official envelope of each competitor shall bear the same number, which number shall be used to designate the examination papers of the competitor. The identification envelope shall not be opened until the ratings of all the examination papers have been completed. Any examination paper bearing the name of the candidate or any other identification mark, other than the official examination number, shall be rejected, and specific announcement of this fact shall be made at the opening of every examination.

**SECTION XII. EXAMINATION PAPERS—HOW RATED:** The examination papers in every examination shall be rated as soon as practicable after the examination is held. Such rating shall be under the direction of the Chief Examiner and Secretary, and each subject shall be rated upon a schedule of one hundred per cent., which shall represent the maximum possible attainment.

**SECTION XIII. AVERAGE—HOW COMPUTED:** The examiner's rating, based upon a schedule of one hundred on each subject, shall be multiplied by the weight assigned to such subject. The resulting products shall be added and the total product divided by the total weights of all the subjects of examination. The resulting quotient will be the general average, which shall be used in determining the order in which the name of the candidate shall appear upon the eligible register.

**SECTION XIV. MINIMUM AVERAGE REQUIRED:** No person shall be deemed eligible for appointment, nor shall his name be placed upon the eligible register, whose general average is less than seventy per cent., or whose rating on any essential subject or subjects of examination is less than the minimum prescribed for such subject or subjects, or whose rating on any subject of examination is less than fifty per cent.

**SECTION XV. NOTIFICATION OF RESULTS OF EXAMINATION:** The Chief Examiner and Secretary, as early as practicable after the rating of the examination is completed, shall notify each candidate therein of the rating he received, and, if such rating be above the required minimum, of his relative standing on the eligible list. He shall likewise notify any candidate who, although admitted to the examination, has been rejected for reasons other than failure to receive the required minimum, stating such reasons. Any

candidate in any examination, on application, subject to the regulations of the Commission, may inspect his examination papers and see the eligible list.

**SECTION XVI. REVIEW OF EXAMINATION:** No request for a review of the ratings in any examination shall be entertained by the Commission unless made within eight days of the date when the notice of the standing of the several candidates is sent out, and no change in the ratings of any candidate shall be made unless some manifest error shall appear in the ratings as made. In all requests for re-rating, specific reasons therefor shall be clearly set forth in writing and presented within the aforesaid eight days.

Competitors failing to pass the medical tests required in any examination shall be notified of that fact, together with the reasons therefor, and shall be allowed five days in which to ask for a re-examination. If such request is made, supported by the affidavit of a reputable physician to the effect that he has examined the applicant and that the said applicant does not possess the physical defects for which he was rejected, the Commission shall deal with such requests at its discretion, and the eligible list shall not be officially established until such matter is properly acted upon by the said Commission. In no case will a re-examination be granted for failure to meet the requirements as regards height and weight.

## RULE VI.

### POLICE AND FIRE SERVICE—SPECIAL PROVISIONS.

**SECTION I. SPECIAL RULES AFFECTING POLICE AND FIRE SERVICE:** In addition to other existing rules affecting examination, appointment, promotion, suspension, dismissal, fine and reduction, the following special rules shall apply to the uniformed police and fire service in the respective municipalities:

**SECTION II. EXAMINATIONS:** Examination for admission to the uniformed police and fire service shall include such medical and physical examinations as the Commission may prescribe and a mental test, each to have equal weight, unless otherwise provided, and applicants to be eligible for appointment must obtain an average rating of not less than seventy per cent. in the test for strength and physical development, and an average rating of not less than seventy per cent. in the mental test. In the examination for policewoman the test for strength and physical development shall be one-third and the mental test shall be two-thirds of the total weights, and in special positions in the uniformed police and fire departments, but not integral parts of the uniformed force, the subjects of examination and relative weights may be such as the Commission shall prescribe.

**SECTION III. ELIGIBILITY:** Applicants for admission to any entrance examination in the uniformed police or fire service of any municipality must come within the minimum and maximum requirements as prescribed by the Commission with respect to age, height, weight and physical condition, and no person will be admitted to examination unless he shall have been a resident of the municipality in which he seeks appointment for at least two years immediately preceding the date of examination. Unless otherwise provided by law or ordinance, applicants for admission to examination in cities of the first class must be not less than twenty-one and not more than thirty years of age at the date of examination, and in cities of the second class, not less than twenty-one and not more than thirty-five years of age at the date of examination. In cities of the first class applicants for admission to the uniformed police department shall be at least five feet eight inches in height, and weigh at least one hundred and forty pounds, and for admission to the uniformed fire department shall be at least five feet six inches in height and weigh at least one hundred and thirty-five pounds.

In cities other than the first class applicants for admission to the uniform police department shall be at least five feet seven inches in height and weigh not less than one hundred and forty pounds, and for admission to the uniformed fire department shall be not less than five feet six inches in height and weigh not less than one hundred and thirty-five pounds.

SECTION IV. PHYSICAL STANDARDS: Applicants for admission to the uniformed force of police and fire departments shall conform to the following standards:

## FIREMAN.

Height	Minimum Weight	Maximum Weight	(Chest Measurements.)	
			Expanded	Minimum Mobility
5 ft. 6 in. ....	137 lbs.	177 lbs.	36 in.	2 in.
5 ft. 7 in. ....	137 lbs.	177 lbs.	37 in.	2½ in.
5 ft. 8 in. ....	140 lbs.	180 lbs.	37½ in.	2½ in.
5 ft. 9 in. ....	145 lbs.	185 lbs.	38 in.	2½ in.
5 ft. 10 in. ....	150 lbs.	190 lbs.	38½ in.	2½ in.
5 ft. 11 in. ....	155 lbs.	195 lbs.	39½ in.	3 in.
6 ft. ....	160 lbs.	205 lbs.	40½ in.	3 in.
6 ft. 1 in. ....	165 lbs.	210 lbs.	41 in.	3 in.
6 ft. 2 in. ....	170 lbs.	220 lbs.	42 in.	3 in.
6 ft. 3 in. ....	175 lbs.	225 lbs.	43 in.	3½ in.
6 ft. 4 in. ....	180 lbs.	230 lbs.	44½ in.	3½ in.
6 ft. 5 in. ....	180 lbs.	230 lbs.	44½ in.	3½ in.

## POLICE SCHEDULE.

Height	Minimum Weight	Maximum Weight	(Chest Measurements.)	
			Expanded	Minimum Mobility
5 ft. 8 in. ....	145 lbs.	185 lbs.	37½ in.	2½ in.
5 ft. 9 in. ....	150 lbs.	190 lbs.	38 in.	2½ in.
5 ft. 10 in. ....	155 lbs.	195 lbs.	38½ in.	2½ in.
5 ft. 11 in. ....	160 lbs.	205 lbs.	39½ in.	2½ in.
6 ft. ....	165 lbs.	210 lbs.	40½ in.	3 in.
6 ft. 1 in. ....	170 lbs.	215 lbs.	41 in.	3 in.
6 ft. 2 in. ....	175 lbs.	225 lbs.	42 in.	3 in.
6 ft. 3 in. ....	180 lbs.	230 lbs.	43 in.	3 in.
6 ft. 4 in. ....	185 lbs.	235 lbs.	44½ in.	3½ in.
6 ft. 5 in. ....	190 lbs.	245 lbs.	45½ in.	3½ in.

An increase in weight not to exceed twenty pounds may be allowed over each maximum weight prescribed, provided that in each case where such increase is allowed, the applicant is muscular and vigorous, not obese, and his abdominal measurement at rest in normal position over the umbilicus, shall not exceed his chest measurement at full expansion. Any applicant coming under these provisions may be rejected for general adiposis or any tendency thereto, at the discretion of the Commission.

Physical standards for policewoman, police matron, doorman, chauffeur, janitor, lineman, operator and electrician, with the exception of the residence qualifications, provided in Section 11 of this rule, shall be such as the Commission may prescribe.

SECTION V. PROMOTION: Applicants to be eligible for promotion in the uniformed police and fire service shall have served at least twelve months immediately preceding the date of examination in the grade from which he seeks promotion, except as provided in Section 11, Rule VII, and possess the physical qualifications prescribed by the Commission.

The examination shall be based upon the seniority, service, record, physical and personal fitness and a mental test. The written examination shall include a knowledge of the administration, organization, discipline and administrative relations of the department with other branches of the municipal government of the laws and ordinances relating to police or fire duty, as the case may be, of the construction and interpretation of departmental rules and regulations and such other pertinent subjects as the Chief Examiner and Secretary, subject to the approval of the Commission, may prescribe. No candidate shall be eligible for promotion whose general average in a promotion examination is less than eighty per cent.

SECTION VI. NOTIFICATION OF RESULTS: Procedure with regard to the notification of applicants of the results of examination for appointments in the uniformed police and fire service, and requests for rerating and re-examining, shall be in accordance with Sections XV and XVI of Rule V.

## RULE VII.

### PROMOTION.

SECTION I. PROMOTION DEFINED: The term "promotion," as applied to the State service, is used to designate a change from one grade to a higher grade, and involves a change of position and duties. When applied to the municipal service, it may mean a change from one grade to a higher grade involving a change in position and duties, or an increase in compensation beyond the limits fixed for a certain grade, with no material change in duties and responsibilities.

SECTION II. VACANCIES FILLED BY PROMOTION: Vacancies in positions in the competitive class above the lowest rank or grade in any office, department or institution shall be filled, so far as practicable, by promotion from the eligible employes in the same office, department or institution, when such rank or grade contains three or more eligible persons desirous of entering examination. Should less than three persons be eligible or file application, the Commission may admit to examination those in lower grades in the same office, department or institution, or employes in the grade next lower than that to which promotion is sought in other offices, departments or institutions in the State service, or in the municipal service, as the case may be, provided that such employes possess the preliminary qualifications as determined by the Commission. Promotion shall be accomplished by means of a competitive examination, the character and scope of which shall be determined by the Chief Examiner and Secretary, subject to the approval of the Commission, due credit being given for the past experience, service and record of the several applicants. If there are not more than three persons eligible, or if not more than three persons file application, no examination shall be required when the person to be promoted has qualified in an examination of an equivalent character.

SECTION III. ELIGIBILITY: No person shall be eligible for promotion from a position in any grade unless he has served the twelve months immediately preceding the date of examination in the position or grade from which promotion is sought, and unless the position in which he is employed at the time of examination is in the line of promotion established by the Commission, or when the examination is open to employes in other departments than that in which the vacancy occurs, it shall be found that the duties of such employes naturally and properly fit them to perform the duties of the position to which promotion is sought as fully as the duties of the positions of like grade in the same office, department or institution, provided that in cases where circumstances shall justify and the

Commission approves, promotion may be made after service of a period less than twelve months. This provision shall not apply to the Uniformed Police and Fire Departments. (Amended July 27th, 1920.)

**SECTION IV. PHYSICAL QUALIFICATIONS:** No person shall be admitted to a promotion examination unless he shall possess the necessary physical qualifications as determined by the Commission, but when a State or municipal employe otherwise qualified has been injured in the performance of his duties, such injuries shall not disqualify him for advancement to a higher grade, provided the head of the department in which said injuries were received shall certify the nature of the injuries and that they were received in line of duty; and provided, further, that the head of the department in which the candidate seeks promotion shall certify that such promotion would not be against the best interests of the service. The candidate's application for promotion, accompanied by these certificates, shall be subject to the approval of the Commission.

**SECTION V. NOTICE OF EXAMINATION:** Notice of promotion examinations shall be posted in the office of the Commission and delivered for posting in the office, department or institution in which the promotion is to be made, and mailed to those eligible to promotion at least ten days prior to the date fixed for examinations. Such notice shall give the date and general plan of examination, and shall indicate the grade or rank of those eligible thereto. Eligibles for promotion shall file their applications in the office of the Commission at least two days before the date of examination.

**SECTION VI. RULES APPLYING:** Examinations for promotion shall be held at such times and places as the Commission shall designate, and eligible lists resulting from examinations held under the foregoing sections shall, in all respects, have the same standing and be subject to the same restrictions as eligible lists for original entrance.

## RULE VIII.

### ELIGIBLE LIST.

**SECTION I. ELIGIBLES:** Every competitor in any examination, accepted as qualified, who obtains at least the minimum rating in each subject as fixed by the Commission, and whose general average standing, in all examinations for original entrance into the service, is not less than seventy per cent., and in all examinations for promotion is not less than eighty per cent., shall be eligible for appointment to the position for which he was examined, and the names of eligibles shall be entered upon a register maintained by the Commission in the order of their average percentages; provided, however, that if any honorably discharged soldiers, sailors or marines who have served in the War of the Rebellion shall be among those whose names have been placed upon such register, such soldiers, sailors or marines shall be considered as standing highest in rank thereon, and if two or more names of such soldiers, sailors or marines shall be found on said register, they shall rank to each other according to the relative percentage obtained by them in the examination.

**SECTION II. TWO OR MORE ELIGIBLES RECEIVING THE SAME RATING:** When two or more eligibles have the same average percentage, preference in certification shall be determined by the order in which their applications were filed. In the case of promotion examination, the person first appointed in the service shall have preference. (Amended September 21st, 1920.)

**SECTION III. TERM OF ELIGIBILITY:** Eligible lists shall continue in force for a period of not less than one nor more than three years. Eligible lists resulting from competitive examinations shall be considered as in force for two years after the date of the promulgation of such lists unless otherwise ordered. Eligible lists for appointment to positions in the labor class, unless otherwise ordered, shall continue in force for a period of one year after the date of registration.

**SECTION IV. APPROPRIATE LISTS:** Appointment shall be made from the existing eligible lists most nearly appropriate for the position to be filled and a new list shall be created for a stated position only when there is no appropriate list existing from which appointment may be made.

**SECTION V. APPOINTMENT RECORDED:** When an eligible has been appointed to a position in the classified civil service, such appointment shall be entered upon the eligible register from which he is certified.

## RULE IX.

### REQUISITION, CERTIFICATION AND APPOINTMENT IN THE COMPETITIVE CLASS.

**SECTION I. SELECTION FOR APPOINTMENT:** Selection for appointment to all positions in the competitive class not filled by reduction, transfer, reinstatement or promotion, shall, except as provided in Rule VI, be made as hereinafter provided.

**SECTION II. REQUISITION AND CERTIFICATION:** Whenever a position in the competitive class of the classified civil service is to be filled, the appointing authority shall notify the Commission of this fact, giving the title and authority for such position, the duties to be performed, the compensation to be paid, and whether the position is of a permanent or temporary character. The Commission shall certify to such appointing officer from the appropriate eligible list the names of the three persons standing highest thereon, giving their addresses and average rating, and shall immediately notify such persons of such certification together with the title and salary of the position to be filled, provided that the name of any eligible shall not be certified to the same appointing officer for the same or similar position more than three times unless the said appointing officer requests further certification. If there be more than one vacancy there shall be certified to the appointing officer the names of as many persons as there are vacancies to be filled and two additional names.

**SECTION III. APPOINTMENTS:** Within fourteen days of the receipt of any certification, the appointing officer shall, with reference solely to the relative qualifications and fitness of the eligibles so certified, make selection from the three names submitted, unless objection is made and sustained by the Commission to one or more of the persons certified for any of the reasons stated in Section 19 of the Civil Service Law, in which case the names of such persons shall be stricken from the eligible register, and the Commission shall certify an additional name for each name so stricken, in the order of their standing on such register. The eligible selected shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment. In case no eligible list is in existence or all eligibles decline appointment, authority for temporary appointment may be granted in accordance with Section II, Rule XII, or for a permanent appointment in accordance with the provisions of Section VIII of this Rule.

**SECTION IV. APPOINTMENT UNDER APPROPRIATE TITLE:** No person shall be appointed to or employed in any position in the classified civil service under any title not appropriate to the duties to be performed, and appoint-



ment of any person not entitled to certification, upon due notice from the Commission, shall be revoked.

**SECTION V. APPOINTEE TO FURNISH BOND:** When any position to be filled involves fiduciary responsibility, the appointing authority may require the appointee to furnish a bond or other satisfactory security, and shall notify the Commission of the amount of said bond required; provided, however, that any surety company of this State or of any other State authorized to transact business in this State shall be a sufficient surety on any such bond.

**SECTION VI. DECLINATION OF APPOINTMENT:** The failure of an eligible person to respond or accept an appointment within three days, Sunday excepted, after the mailing of an offer of appointment, or within two days, Sunday excepted, after the sending of an offer of appointment by special messenger or telegram, to his post-office address as last shown on the records of the Commission, shall be considered a declination. On notice from the appointing officer that a person named in a certification has declined appointment, and on receipt from such officer of such declination in writing, or of evidence of the failure of such person to respond to a notice properly sent, such certification shall be completed by the addition of the names or name of the eligibles next in order, and when any eligible declines appointment without giving satisfactory reasons, his name shall be removed from the eligible register. If the declination is because of salary paid or locality, his name may be retained on the eligible register at the discretion of the Commission, but he shall not again be certified for the same or less salary or for the same locality.

**SECTION VII. PROBATION PERIOD:** All appointments from eligible lists for original entrance or promotion shall be for a probationary period of three months, which probationary period shall not include the time served as a temporary or emergency appointee, but shall date from the time of the appointment after regular certification. If, at the close of the probationary period, the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified in writing that he will not receive permanent appointment, and the appointing officer shall inform the Commission in writing of the reasons for not making such appointment permanent; otherwise the retention of such probationer in the service shall be equivalent to his final and absolute appointment. The name of any dismissed probationer shall be replaced in its former position on the eligible register for further certification, provided the reasons for the dismissal during the probationary period are not such as to warrant his name being removed from the eligible list. Whenever two or more persons appointed from the same eligible list are serving as probationers in the same department and there is a necessity for a reduction of the force in such department, they shall be preferred for retention in the order of their original standing on the list.

**SECTION VIII. QUALIFYING EXAMINATIONS:** Whenever a vacancy exists in a position in the competitive class and an open competitive examination, duly advertised, does not result in an eligible list for such position, the appointing authority may nominate a person to the Commission for a qualifying examination. When such nominee shall be certified by the Commission as qualified, he may be appointed to fill such vacancy.

## RULE X.

### NON-COMPETITIVE CLASS.

**SECTION I. WHAT IT SHALL INCLUDE:** Positions in the non-competitive class shall be those of a minor character, the filling of which is impracticable either through competitive examination or through registration under the

provisions of Rule XI, and which are specifically named in Appendix I, which is hereby made a part of this rule, or which may hereafter by action of the Commission be included therein.

**SECTION II. EXAMINATIONS:** Examinations for positions in the non-competitive class shall determine the qualifications of the applicant as to citizenship, age, physical condition, moral character, and requisite knowledge and ability to discharge the duties of the position sought. The Commission may prescribe such uniform standards as to qualifications and tests as may be considered for the best interests of the service.

**SECTION III. BOARD OF EXAMINERS:** The Commission may appoint a Board of Examiners in each municipality, office, department or institution in which non-competitive positions occur. Such examining board shall be composed of not less than three of the superior officers or employees of such municipality, office, department or institution, and it shall transmit to the Commission, at the end of each month, a statement of the results of the examinations conducted during such month, setting forth on the forms provided for this purpose the names of persons examined and qualified and the names of persons appointed, the compensation of each and such other information as the Commission may require.

**SECTION IV. VETERAN PREFERENCE:** The appointing officer shall select for appointment from among those who are found qualified as the result of examination, with sole regard to merit and fitness, except that honorably discharged soldiers, sailors and marines who have proved their eligibility through examination shall be preferred for appointment.

**SECTION V. PROBATIONARY PERIOD:** Appointments to positions in the non-competitive class shall be for a probationary period of three months and shall be made in the manner prescribed in Rule IX concerning competitive examinations. Suspension, removal, fine, reduction or discharge of employees in the non-competitive class are subject to all the provisions of Rule XVI.

## RULE XI.

### LABOR CLASS.

**SECTION I. WHAT IT CONTAINS:** Positions in the Labor Class shall include such unskilled laboring positions as are specifically named in Appendix I, which is hereby made a part of this rule, and such other positions as may, by action of the Commission, be included therein.

**SECTION II. ELIGIBLE REGISTERS:** The Commission shall maintain registers of persons eligible to employment in the Labor Service in each municipality under Civil Service control, and in such localities, departments and institutions as may be found desirable, and whenever the Commission may deem it for the best interests of the service, separate lists for the various kinds of labor required by the several municipalities, departments and institutions may be established.

**SECTION III. ELIGIBILITY:** Labor lists shall continue in force for a period of one year from the date of registration. To be eligible for registration, applicants must be citizens of the United States, reside in the municipality in which they desire service, be physically fit to perform laboring duties, and comply with such other requirements as may be prescribed by the Commission. No person who has been discharged from the public service shall be eligible for registration for a period of one year after such discharge, except by special permission of the Commission, but where the discharge is for inefficiency or inability in some particular capacity and not delinquency or misconduct, the Commissioner in charge or the Registrar of Labor may re-register

such applicant for a laboring service of a different character, for which he may be found qualified.

**SECTION IV. REGISTRARS OF LABOR:** The Commission may appoint labor examiners, who shall be known as Registrars of Labor, and who shall receive applications, conduct examinations, maintain eligible registers, make certification of laborers, and perform such other related duties as the Commission shall prescribe.

**SECTION V. APPLICATION FOR REGISTRATION:** Applications for registration for laboring positions shall be received at any time, and the application form shall include a statement of facts, under oath, with regard to the applicant's age, residence, citizenship, physical condition, previous occupation and experience, certificates of former employers or others as to character and capacity, and such other information as the Commission may require. The application should be in the handwriting of the applicant. If such application is not in the handwriting of the applicant, statements contained therein shall be read to the applicant, after which he shall make affidavit as to the truth and correctness of the same.

**SECTION VI. EXAMINATION:** The Commission may adopt such methods for the verification of the facts stated in the application as it may deem advisable, and the applicant shall be graded on the statements contained therein, together with such oral, practical, medical and physical tests as may be prescribed. The names of those who fulfill the requirements and pass the examination shall be placed on the proper eligible registers in the order in which their applications are received.

**SECTION VII. REQUISITION AND CERTIFICATION:** In making requisitions, the appointing officer shall state the kind of labor needed, the pay and probable length of employment, the number to be employed, the date on which and the time and place at which the applicants shall report. The Commission, or Registrar of Labor, shall notify, in the order of their standing on the eligible register, twice the number to be employed to report at the designated time and place, and shall send to the appointing officer a list of those so notified. From among those reporting at said time and place the appointing officer shall appoint the number required in the exact order of their standing on the eligible register, and shall make a prompt report to the Commission or the Registrar of labor, giving the names of the applicants so appointed.

**SECTION VIII. TEMPORARY EMPLOYMENT:** In cases where it is not practicable to secure laborers from an eligible register with sufficient promptness, or when a list is temporarily exhausted, the appointing officer may, with the approval of the Commissioner in charge or the Chief Examiner and Secretary, subject to the approval of the Commission, employ such laborers as may be immediately required for a period not exceeding thirty days, and such appointing officer shall report at once his action, with full particulars thereof, to the Commission. In no case shall any emergency appointment exceed a period of thirty days when it is possible to make regular certification and appointment in accordance with the Civil Service regulations.

**SECTION IX. EMPLOYMENT OF NON-RESIDENTS:** When it is impossible to secure, after diligent effort, a sufficient number of applicants who are residents of the municipality in which such service is required, the appointing officer may, with the consent of the Commission, employ such non-residents as may be required to carry on the work in question, but in no case shall such employment continue beyond the period when it is possible to obtain residents either by registration and certification or otherwise.

**SECTION X. APPOINTMENT. RELAY EMPLOYMENT, REINSTATEMENT:** It shall be the duty of the appointing officer to submit, in such manner as the Commission may prescribe, a report of appointments in the Labor Class, and upon

the termination of employment he shall in each case certify to the Commission the reasons therefor, together with a statement as to the grade of service of such employe. Where such termination is due to a reduction in force, the names of the persons affected shall be placed upon a reinstatement list, to be certified in preference to names on any original eligible register. Whenever there are a large number of names on the eligible register, however, and a surplus of labor exists, the laborers qualified under these rules shall, so far as practicable, after their appointment be employed in relays. Unless the grade of the laborer as indicated by the employing authority is either "A" or "B," he shall not be placed on the reinstatement list.

**SECTION XI. EFFICIENCY RATINGS:** The appointing authority or the rating officer designated by him shall observe carefully the character, quantity and quality of the work performed by the laborers employed, in accordance with this rule, under his jurisdiction, and shall grade them on the forms and in the manner prescribed by the Civil Service Commission as: Grade A—Excellent; Grade B—Satisfactory; Grade C—Unsatisfactory.

**SECTION XII. TRANSFERS:** A person who has served at least thirty days in a position in the labor class may be transferred to any other position for which he may be shown to possess the qualifications either as to previous experience or physical fitness as may be required in the case of original appointment to such other position.

Transfers from any position in the labor class shall not be made to any other class of the classified service and shall be made in the same manner and under the same conditions as provided in Rule XV.

## RULE XII.

### SEASONAL, TEMPORARY AND EMERGENCY APPOINTMENTS.

**SECTION I. SEASONAL APPOINTMENTS:** All positions in the competitive class where the nature of such service is such that it is not continuous, but recurs in each successive calendar year, shall be designated as seasonal positions. Any person originally appointed to or employed in a seasonal position under the provisions of this rule, and who has been temporarily separated from the service by the expiration thereof in any year, shall be entitled to reappointment to or re-employment in the same position in the next ensuing year in the order of the date of his original appointment or latest promotion in the several grades, provided that in the meantime such person is not disqualified for any of the causes recited in these rules or the Civil Service Law. Any person who is certified to a seasonal position in the same manner as certifications are made to permanent positions, and who is performing the duties of that position when it is made a permanent position, shall be eligible for appointment to such position in accordance with his seniority and record.

**SECTION II. TEMPORARY APPOINTMENTS:** When services are to be rendered of a temporary character and for a limited period, the appointing officer shall inform the Commission, stating the duration of such period, the rate of compensation, the authority for employing such temporary help and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible register who, after notice of the conditions, are willing to accept certification therefor. The acceptance or declination of appointment for temporary service shall not affect the rights of the eligible to certification for permanent appointment. In the event that it is not practicable to make such temporary appointment from the eligible list, the Commission may authorize the employment of a non-eligible for a period not exceeding two months. If, at the end of this period, regular appointment cannot be made in accordance with the Civil Service Law, the appointing authority may request an extension of such temporary service, and

if, in the judgment of the Commission, after a consideration of the circumstances, the emergency still exists, an extension not to exceed two months may be permitted. Further successive temporary appointment shall not be authorized, nor shall any person not eligible for permanent appointment be eligible for temporary appointment, if he has served in such capacity under the same appointing officer within the previous three months. Temporary appointment shall not confer upon the appointee any privilege of promotion, transfer or reinstatement to any position in the classified civil service.

SECTION III. EMERGENCY APPOINTMENTS: In case of emergency or for the purpose of preventing the stoppage of necessary public business, the appointing officer may, with the approval of the Chief Examiner and Secretary, make an emergency appointment for a period not to exceed ten days or until the next regular meeting of the Commission. The appointing authority shall report to the Commission immediately, in writing, all emergency appointments, and successive emergency appointments shall not be permitted.

### RULE XIII.

#### LAY-OFF, LEAVE OF ABSENCE, RESIGNATION AND REINSTATEMENT.

SECTION I. LAY-OFF DEFINED: The term "Lay-off" is used to indicate a temporary or permanent separation from the service for just reasons without delinquency or misconduct on the part of the employe affected.

SECTION II. LAY-OFF: Whenever any permanent position in the classified civil service is abolished or made unnecessary or whenever the number of positions of a certain character is reduced through lack of work or funds, the appointing authority shall notify the Commission of the number of persons to be laid off, the positions involved and the department, bureau or division in which the lay-off is to be made. The Commission shall thereupon certify to said appointing authority the names of the employes who should be laid off, and the appointing authority shall report the lay-off in accordance with such certification, together with the date on which such action becomes effective. Provisional or temporary employes shall be first laid off, and when further lay-offs are to be made the officers or employes next affected shall be those last appointed to the position or positions from which the lay-off is to be made, unless the efficiency records kept by the department in the manner prescribed and filed with the Civil Service Commission shall show that for the year immediately preceding such employe is more efficient than older employes in the same class and grade, in which case the person or persons recorded as being the least efficient shall be laid-off. The Commission may investigate the efficiency ratings as reported, and in case of its disagreement therewith may require the lay-off to be made in accordance with its findings.

SECTION III. LEAVE OF ABSENCE: In the State service the appointing authority or department head may grant a leave of absence to any regularly appointed officer or employe who has been in the Civil Service for a period of not less than six months upon written application made to him by said officer or employe within his department, provided that such leave shall not exceed a period of three months and is approved by the Civil Service Commission. In no case shall any officer or employe be granted a leave of absence who has been in the Civil Service less than six months, except for sickness, disability or urgent necessity. In which case application for such leave shall be accompanied by such proof as the Commission may require. Leaves of absence shall not be granted for a period exceeding three months except when the employe is called to the service of the country in time of war, when such leave will continue in force until the return of such employe from war service. If at the end of the three months' period the conditions are such as to warrant an extension of such leave, the Commission may, at

the request of the appointing authority or the department head, grant such extension. Leaves of absence for the purpose of enabling employes to accept some other position in the classified civil service or in private employment shall not be approved.

In the municipal services, leaves of absence will be approved when granted in accordance with Chapter 22I, Laws of 1920. (Amended December 14th, 1920.)

**SECTION IV. REINSTATEMENT:** Whenever any permanent employe or employes are laid off for any of the reasons recited in Section II of this rule, the name or names of such employes shall be placed on a special preferred list in the order of seniority of appointment under such titles and corresponding to such competitive eligible list as, in the judgment of the Commission, most nearly covers the character of duties performed by such person or persons in the position or positions from which lay-off is made. This list shall continue in force for a period of two years, and such person or persons shall be entitled to reinstatement in any office or position of the same or similar character. Such reinstatement shall have preference over any original entrance or promotion eligible list, and employes laid off in any department, bureau or division shall have preference for vacancies in that department, bureau or division. A certification for reinstatement shall include one name only for each vacancy, and the person so certified shall be reinstated within ten days from the date of certification.

**SECTION V. RESIGNATION:** The resignation of an officer or employe from the classified civil service shall be filed with his appointing officer, who shall immediately notify the Civil Service Commission of such resignation. The absence of an officer or employe from duty for a period of five successive days or longer without leave and without notice to his superior officer of the reason for such absence or of his intention to return shall be considered in effect, a resignation. No employe resigning from a position in the civil service may be reinstated after such resignation has been received and approved by the Civil Service Commission.

#### RULE XIV.

##### EFFICIENCY STANDARDS AND RATINGS.

**SECTION I. EFFICIENCY STANDARDS:** The Commission shall, as soon as practicable, with the advice of the opening officers and heads of departments and institutions involved, devise and establish standards of efficiency for all positions and employments in each class and grade in the classified civil service. Such standards shall note the quantity and quality of work which ought to be expected, the manner in which the service should be rendered, the regularity and punctuality of attendance, and such other factors as should be observed in the efficient performance of such service.

**SECTION II. EFFICIENCY RECORDS:** Records of efficiency of all officers and employes in the classified civil service shall be established under the direction of the Commission, and shall consist of the ratings entered in the periodical reports of the rating officers of the several offices, departments and institutions combined with or replaced by ratings of the Commission upon investigation as hereinafter provided. The Commission shall, from time to time, by written order recorded in its minutes, adopt regulations prescribing subjects or factors upon which the efficiency ratings shall be based, and shall provide schedules of merits and demerits applying to such factors, together with the weights assigned to each subject or factor. The subjects or factors prescribed shall be uniform for all positions in the same class and grade and having duties of similar character and standard, and shall be such as will indicate fairly the quantity and quality of service rendered, the manner in which it is rendered and the weights assigned

shall be such as will represent fairly the relative values of said subjects or factors.

**SECTION III. DEPARTMENTAL RATINGS:** The rating officer or officers of each office, department or institution shall submit quarterly, within ten days after October 1st, April 1st and July 1st of each year, except the municipal services for which report shall be made annually, within ten days after January 1st, through the respective department and institution heads, efficiency ratings for each employe in the classified civil service in the group or groups of employes under his or their direction. These ratings shall be filed as a part of the permanent records of the Commission, and shall be used in determining the record and service ratings in promotion, salary advancement, dismissal, lay-off and reduction. All efficiency ratings shall be subject to the approval of the Commission, which may, in its discretion, make such investigations and enter such efficiency ratings for any employe or group of employes as it may deem proper.

**SECTION IV. RECORDS OPEN TO WHOM:** The records, reports and ratings of efficiency for officers and employes in each office, department or institution shall be open at all times to the inspection of the Commission and the efficiency records, maintained by the Commission, of the employes in the classified civil service in each office, department or institution shall be open to the appointing authority and the rating officers of such department. Any officer or employe, on request, shall be entitled to be informed by the Commission as to the efficiency rating recorded for him by his rating officer.

## RULE XV.

### TRANSFER.

**SECTION I. TRANSFERS PERMISSIBLE:** Transfers may be made—

(a) From a position in one department to a similar position of the same class and grade in another department provided the appointing authority of the department to which the transfer is to be made makes written request therefor, and the appointing authority of the department from which the transfer is to be made approves such transfer.

(b) When an employe has served at least one year, except as provided in Section XII, Rule XI, in the department from which transfer is to be made, and when such employe is within the age limits, if any are specified, possesses the physical qualifications prescribed for examination for the position to which the transfer is proposed and possesses, in the judgment of the Commission, the proper experience, qualifications and training which are required for the efficient performance of the duties of the position in question and which render advisable, in the interest of the service, the filling of the positions by such transfer rather than by original appointment or promotion.

**SECTION II. TRANSFERS APPROVED:** All transfers must be approved by the Commission before they become effective.

**SECTION III. TRANSFERS NOT PERMITTED:** Transfers shall not be made—

(a) From one class of the classified civil service to another class of the classified civil service.

(b) When an employe sought to be transferred has served for a period of less than one year except in the non-competitive and labor classes in the department or institution from which transfer is proposed and is not within the age limits, if any prescribed, does not possess the physical qualifications or the proper experience, qualifications and training required for the efficient performance of the duties of said position to which transfer is proposed, which conditions do not render advisable in the interest of the

service, the filling of the position by transfer rather than by original appointment or promotion.

(c) When the Civil Service Law, rules or the duties to be performed require an examination involving essential tests or qualifications different from, or higher than, those required for original entrance to the position from which transfer is sought.

(d) When the salary rate of the position to which transfer is sought is greater than the rate to which the employe seeking transfer is entitled by reason of his years of service under existing provisions governing salary advancement. Advancement in salary in the municipal service of persons so transferred shall not be approved until such person has served for a period of at least six months in the new position.

(e) When the salary rate for a position in any office, department or institution in the municipal service to which transfer is sought is higher than that received by employes in the same rank or grade in such office, department or institution, but when a vacancy occurs in any such office, department or institution which cannot be filled by promotion from among the employes in such office, department or institution, it shall be filled through promotion examination, when practicable, open to all employes in the next lower rank or grade in all offices, departments or institutions in such municipal service in the same manner and subject to all the provisions as prescribed in Rule VII.

## RULE XVI.

### SUSPENSION, REMOVAL, DISCHARGE AND REDUCTION.

SECTION I. SUSPENSIONS: Appointing authorities shall, subject to the approval of the Commission, have power to suspend for disciplinary purposes any officer or employe in the classified civil service for a reasonable period not exceeding thirty days, except when an officer or employe is charged with a criminal offense, in which case the suspension may exceed said thirty-day period, but successive suspensions shall not be made. The Commission may, at its discretion, investigate any suspension made under the Civil Service Law or these rules.

SECTION II. REMOVAL, DISCHARGE AND REDUCTION: No officer, clerk or employe in the classified civil service shall be removed, discharged, reduced in pay or position or otherwise discriminated against because of his religious or political affiliation, and no officer, clerk or employe in either the competitive or non-competitive class of said service shall be removed, discharged, fined or reduced, except as provided in Section VII, Rule IX, as to probationers, until he shall have been furnished with a written statement of the reasons or such action and been allowed a reasonable time in which to make written answer thereto. Notice of the action of appointing authorities and a copy of the written charges or statement of reasons served on any employe in the classified civil service sought to be removed, discharged, fined or reduced in accordance with the Civil Service Law, and these rules, together with a copy of the written answer thereto, shall be filed with the Civil Service Commission, and no removal, discharge, fine or reduction, except as provided in Section I of this rule, shall become effective until approved by the Commission.

SECTION III. CAUSES FOR REMOVAL, DISCHARGE, FINE OR REDUCTION: Any employe in the classified civil service of the State or of any municipality thereof which has or may hereafter adopt the provisions of the Civil Service Law who shall be guilty of any one or more of the following offenses shall be subject to removal, discharge, fine or reduction, provided that nothing contained in this section shall be held to prevent removal, discharge, fine or reduction based on any other act or offense not specifically set forth.

(a) Neglect of duty.



(b) Absence without leave or failure to report after leave of absence has expired, or after such leave of absence has been disapproved or revoked by the Commission.

(c) Incompetency or inefficiency in the service or incapacity due to mental or physical disability.

(d) So inefficient in the performance of the duties of his position that his final efficiency average, kept in accordance with the rules and regulations of the Commission, is less than seventy per cent. when the facts on which the ratings contributing to such general average are found by the Commission, upon investigation or hearing, to be substantially true and such rating justified.

(e) Violation of any lawful and reasonable official regulation or order, or failure to obey any lawful or reasonable direction made and given by his superior officer.

(f) Intoxication while on duty, or in a public place while off duty.

(g) Conduct unbecoming an officer or employe in the public service.

(h) Insubordination.

(i) Wantonly offensive in conduct or language toward the public or other officers or employes.

(j) Disorderly or immoral conduct.

(k) Willful violation of any of the provisions of the Civil Service Law, rules and regulations.

(l) The commitment of any criminal act.

(m) Failure to pay or make reasonable provision for future payment of just debts, thereby causing annoyance to a superior officer or scandal in the service.

(n) Negligence of or willful damage to public property or waste of public supplies and equipment.

(o) Pernicious political activity, engaging in political work during working hours, or impaired efficiency due to such activity outside of working hours.

**SECTION IV. HEARINGS:** Any employe sought to be suspended, except as provided in Section I of this rule, removed, discharged, fined or reduced, may appeal to the Civil Service Commission within ten days after notification of such suspension, removal, discharge, fine or reduction, and the Commission shall grant such employe a hearing; or it may, of its own motion, make such investigation as it deems proper. The Commission shall fix the time and place for such hearing and shall serve upon the appointing officer or board and the person sought to be removed, discharged, fined or reduced, a written notice of the time and place of same, at least five days prior thereto. The respective parties may be represented by counsel and the Commission shall hear witnesses and receive all other competent evidence produced, and determine the case upon such evidence as may be presented. It shall have power also to compel, by subpoena, the attendance of witnesses and the production of evidence. If, on such hearing, the Commission shall disapprove of such order of suspension, removal, discharge, fine or reduction, the same shall be of no effect, and the employe against whom charges have been made shall continue without further interruption in the performance of his proper duties.

**SECTION V. COPY OF RULE FOR POSTING:** A copy of this rule shall be delivered for posting to each of the State, county and municipal departments and institutions under civil service control.

## RULE XVII.

### REPORTS.

**SECTION I. REPORTS TO COMMISSION:** The appointing officer, department or institution head shall immediately report to the Commission—

(a) Appointments whether emergency, temporary, provisional, probationary, permanent or promotion.

(b) Refusal or neglect to accept appointment by a person who has been certified.

(c) Changes in the compensation or proposed changes in the rank or grade of officers or employes serving under his direction and control.

(d) Proposed suspension, fine, reduction, discharge or lay-off of any employes in the classified civil service serving under his direction or control.

(e) Transfers in his department or institution as provided in Rule XV.

(f) Every vacancy, resignation or separation from the service under his direction and control, and its cause.

(g) Leaves of absence requested.

(h) The creation or abolition of any office, position or employment in his department.

(i) Proposed changes in department organization.

(j) Efficiency ratings of employes in his department, as provided in Rule XIV.

(k) Vacation periods and absences with or without leave.

(l) All non-competitive appointments.

**SECTION II. REPORTS FORWARDED:** All reports must be signed by the appointing officer, department or institution head and forwarded promptly to the Commission.

### RULE XVIII.

#### ROSTER.

**SECTION I. ROSTER:** The Commission shall keep in its office an official roster of the classified Civil Service of the State, and of such counties and municipalities thereof as are under Civil Service regulation and control, and shall enter thereon the name of every person who has been appointed, employed, promoted, reduced or reinstated in any position in such service. This roster shall be open to public inspection during office hours, and shall show, in connection with each name, the date of appointment, employment, promotion, reduction or reinstatement, and such other data as the Civil Service Law or the rules of the Commission may require.

### RULE XIX.

#### CERTIFICATION OF PAYROLLS.

**SECTION I. PAYROLLS CERTIFIED:** The Comptroller or other fiscal officer of the State, or any municipality thereof under Civil Service regulation and control, shall not draw, sign or issue any warrant on the treasurer or other disbursing officer for the payment of any salary or compensation to any officer, clerk, employe or other person in the classified civil service unless the estimate, payroll or account for such salary or compensation containing the names of every person to be paid shall bear a certificate of the Civil Service Commission that the persons named in such estimate, payroll or account have been appointed, employed, reinstated or promoted in pursuance of the Civil Service Law and Rules, under the penalty provided in Section 26 of the Civil Service Act.

**SECTION II. PAYROLLS SUBMITTED:** Appointing officers, department and institution heads or their authorized deputies, shall furnish the Commission with payrolls containing the names of all employes in the classified civil service at least five days before payment is to be made, and shall certify that the persons named therein are employed in accordance with the provisions of the Civil Service Law and Rules, and in the proper duties of the positions and employments indicated. Employes temporarily transferred or detailed from

one office, department or institution to another office, department or institution will be certified for payment of salary or compensation on the payroll of the department or institution only to which such employees have been detailed and in which they are actually employed.

**SECTION III. PERSONS AUTHORIZED TO CERTIFY PAYROLLS:** The several members of the Commission and the Chief Examiner and Secretary are hereby authorized to attach the certificate of the Commission to estimates, payrolls or accounts for salary and compensation, as provided in Section 26 of the Civil Service Law, and the Commission may authorize, by resolution recorded in its minutes, any other of its regular employees to perform this service.

**SECTION IV. PAYMENT FOR IRREGULAR OR OCCASIONAL SERVICE:** For payment for irregular or occasional services the appointing officer, department or institution head shall transmit to the Commission a special account or payroll, bearing his written approval, which approval shall be deemed to be a certificate of the facts required with respect to such employment, and upon examination and certification by the Commission such account or payroll shall be forwarded to the Comptroller or other fiscal officer.

**SECTION V. PAYROLLS NOT CERTIFIED:** Upon satisfactory evidence that any person appointed to or employed in any position in the classified civil service has been assigned with intent to evade the provisions of the Civil Service Law and Rules to perform duties other than those for which he was examined and certified, or under any title not appropriate to the duties to be performed, the Commission shall refuse to certify to the estimate, payroll or account for the salary or compensation of such employee, and shall remove his name from the official roster.

## RULE XX.

### GENERAL PROVISIONS.

**SECTION I. PENALTY FOR VIOLATIONS:** The violation of any of the provisions of the Civil Service Law or Rules by any person or persons in the classified civil service of the State, or of any municipality thereof which has or may hereafter adopt the provisions of the Civil Service Law, shall be construed as good cause for the dismissal of such person or persons from the service.

**SECTION II. POLITICAL DISCRIMINATION:** No persons in the civil service of the State, or of any municipality thereof which has or may hereafter adopt the provisions of the Civil Service Law, shall use his official authority or influence to coerce the political action of any person or body; or shall dismiss, or cause to be dismissed, or make any attempt to secure the dismissal, or change the official rank or compensation of any person in such service because of his political opinions or affiliations.

**SECTION III. QUESTIONS CONCERNING POLITICAL AFFILIATION NOT PERMITTED:** No question in any examination, or form of application or other proceedings by or under the Commission or its examiners, shall be so formed as to elicit information concerning, nor shall any other attempt be made to ascertain, the political opinion or affiliations of any applicant, competitor or eligible. Such disclosure or attempt at disclosure shall be discountenanced by the Commission and its examiners, and no discrimination shall be exercised, threatened or promised against or in favor of any applicant, competitor or eligible, because of his political opinions or affiliations.

**SECTION IV. RECOMMENDATIONS:** No recommendation of an applicant, competitor or eligible, involving a disclosure of his political or religious

opinions or affiliations, shall be filed or considered by the Commission, by an examining board or by any officer concerned in making appointments and promotions. All such communications shall be discouraged by the Commission or by any such officer, and the writers shall be furnished with a copy of this rule.

SECTION V. POLITICAL OR RELIGIOUS INFLUENCE NOT PERMITTED: No appointment to or removal from an office, position or employment within the scope of any rules established under the Civil Service Law shall be in any manner affected or influenced by any political or religious opinions or affiliations.

#### RULE XXI.

##### ADMINISTRATIVE REGULATIONS.

SECTION I. REGULATIONS: The Commission shall prescribe and enforce suitable regulations for carrying into effect the provisions of the Civil Service Law and these rules, not inconsistent therewith, for the guidance of its own action and that of its employees, and shall prescribe blank forms for all applications, certifications, reports, records and returns required under these rules and the regulations made in pursuance thereof.

#### RULE XXII.

##### AMENDMENTS.

SECTION I. AMENDMENT: On and after the date of the adoption of these rules no amendment to the same shall be adopted at the same meeting at which it is proposed, and no final action shall be taken on any amendment until after a public hearing of which the Commission shall give due notice in the manner prescribed in Section 4-c, Rule I.



# GENERAL REGULATIONS.

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**REGULATION 1—THE PRESIDENT.**—The President, subject to the direction of the Commission, shall have such general authority and responsibility in the administration of the law, rules and regulations as shall not be inconsistent with the powers reserved to the Commission or vested in some other officer.

**REGULATION 2—THE CHIEF EXAMINER AND SECRETARY.**—The Chief Examiner, subject to the direction of the Commission, shall have charge of all matter pertaining to examinations, and in connection therewith he shall—

- (1) Prepare blank forms for application for examination.
  - (2) Receive applications for competitive examinations and determine all questions relating to eligibility of candidates.
  - (3) Advertise and issue authority to hold all examinations and supervise the preparation of questions and other preliminary arrangements for such examinations, and, so far as practicable, attend them.
  - (4) Grant authority to candidates to enter examinations.
  - (5) Prepare, after consultation with appointing officers concerned, schemes of examination, including age limits and other preliminary requirements for candidates.
  - (6) Assign and direct the work of examiners and take care to secure accuracy, uniformity and justice in their proceedings, and such proceedings and all papers pertaining thereto shall at all times be open to him. Whenever the qualifications for a position are of professional, scientific, technical or expert character, the Chief Examiner may obtain such advice and assistance from competent and trustworthy sources as may be expedient and available. In case a vacancy occurs in any position of examiner during a recess of the Commission, the Chief Examiner may, when necessary, select a person to fill such vacancy temporarily, pending a permanent selection by the Commission.
  - (7) Notify candidates of the results of their examinations and report the names of successful competitors to the Secretary for enrollment upon the proper register of eligibles.
  - (8) He shall take care that the rules and regulations regarding examinations are complied with, and bring any case of their infraction to the attention of the Commission. He shall also from time to time inspect the proceedings and papers connected with the examinations for the service of cities, and make investigations into complaints regarding such examinations, and make report of such inspections and investigations to the Commission.
- The Secretary shall, subject to the direction of the Commission—
- (1) Keep the minutes of the proceedings of the Commission and have charge of the books, records, papers, official seal and other property in its office.
  - (2) Prepare from the reports of the Chief Examiner, and keep in proper order eligible lists of candidates who successfully pass competitive examinations.
  - (3) Make certification to appointing officers, upon their requisition, of those eligible to appointment or employment.
  - (4) Keep the official roster and have charge of the certifications of pay-rolls and estimates for payment of compensation.
  - (5) Have charge of the accounts of the salaries and expenses of the Commission and its subordinates, conduct its correspondence and perform such other appropriate duties as it may assign him.

**REGULATION 3—ORDER OF BUSINESS.**—The order of business at regular meetings of the Commission shall be as follows:

- I. Calling to Order.
- II. Reading and Approval of Minutes.
- III. Reports of Standing Committees.
- IV. Reports of Special Committees.
- V. Report of Secretary.
- VI. Report of Examiner.
- VII. Unfinished Business.
- VIII. Miscellaneous New Business.
- IX. Appointments of Special Committees.
- X. Approval of Requisitions and Bills.

**REGULATION 4—INTERPRETATION OF TERM.**—For purposes of classification the term "head of a department" shall be interpreted as meaning an official who exercises initiative or original, independent and exclusive executive authority over a distinct, separate and independent branch of the general government of the State or municipality, subject only to constitutional or statutory prescription and to the general direction of the general government of the State or municipality; or who, under his commission, warrant or certificate of appointment, is invested with independent, initiative and administrative powers as to the general direction of the affairs pertaining to his office.

In a municipality where the so-called commission form of government is in force, each officer who is the chief of a separate department, subject only to one of the commissioners, shall be regarded as "the head of a department." (Adopted January 19th, 1909.) (Amended October 10th, 1911.)

**REGULATION 5—SALARY INCREASES IN NON-COMPETITIVE POSITIONS.**—Positions shall be considered to be in the non-competitive class only while carrying salaries approved by the Civil Service Commission for such positions. An increase in the initial salary of not to exceed \$5.00 per month for each year of service will be permitted without changing the classification when circumstances shall, in the opinion of the Commission, justify such increase. An increase beyond the amount approved shall be deemed to change the classification of the position to the competitive class, to terminate the service of the then incumbent non-competitive employe and to throw the position open to the appointment of those upon eligible lists appropriate to the position. This regulation is only intended to apply to positions which would ordinarily be classified in the competitive class, but which are made non-competitive in the beginning on account of the low salary, and its purport is not to include positions of a minor character, which would ordinarily be in the non-competitive class. (Adopted October 14th, 1915.) (Amended.)

















